the book.

Frequently Called #s

OFFICE/DEPARTMENT	LOCATION	PHONE
Academic Advising	McEwen	337-2508
Athletic Department	Ovens Gym	337-2509
Business Office	Jernigan Building	337-2222
Campus Police	Jernigan Building	337-2306
Career Development	Blair House	337-2374
Chaplain	Belk Chapel	337-2304
Counseling Center	Health Center	337-2556
Financial Aid	Jernigan Building	337-2225
Health Care	Health Center	337-2220
International Office	McEwen	337-2531
Learning Center	McEwen	337-2544
Mail Distribution Center	Trexler College Center	337-2311
Registrar	Jernigan Building	337-2242
Residence Life	Jernigan Building	337-2464
Student Activities	Jernigan Building	337-2281
Student Development	Jernigan Building	337-2226
Student Store	Trexler College Center	337-2413

Office Hours

LOCATION	HOURS
Café Rex	Mon-Fri: 9am-2pm and 5-11pm; Sat-Sun: 6-11pm
Campus Bank	Mon-Fri: 11:30am-1:30pm
Library	Mon-Thurs: 8:30am-11pm; Fri: 8am-5pm; Sat: 1-5pm; Sun: 1-11pm
Student Store	Mon-Thurs: 9:30am-6pm; Fri: 9:30am-4pm
Mail Distribution Center	Mon-Fri: 9am-4:30pm
Young Dining Hall	
Breakfast:	Mon-Fri: 7:30-10:00am; Sat-Sun: 10:30am-1:30pm
Lunch:	Mon-Fri: 11:15am-1:30pm
Dinner:	Mon-Thurs: 5-7pm Fri-Sun: 5-6pm

the book.

Queens College Student Handbook

the book.

belongs to:

NAME _____

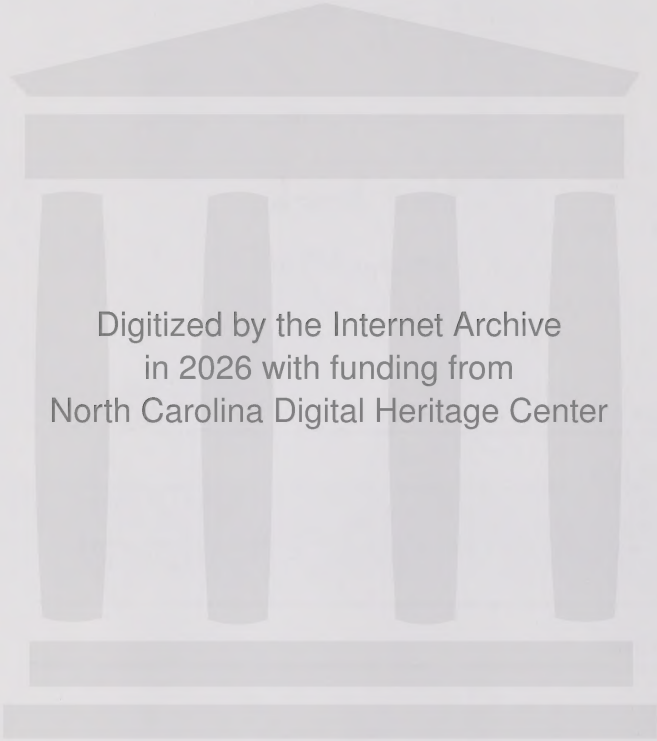
ADDRESS _____

CITY, STATE _____

ZIP _____

PHONE _____

The Student Handbook of Queens College is reviewed on an annual basis, coordinated through the Office of Student Development. Publication of the handbook is completed during the month of August and reflects the policies and procedures for the following academic year. Queens College reserves the right to review and change policies and procedures at any point during the academic year. If changes are made in current policies and/or procedures, they will occur only after careful review – being both reasonable and fair to those concerned. All populations of the College will be informed of any revisions and be allowed adequate time to meet changed requirements or to adequately adapt any changes.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Welcome

Dear Student,

In your hands you hold an important tool; how you use it is entirely up to you. Some will want to read "*the book.*" only when there is a problem that needs solving. Others will use "*the book.*" as a coffee-cup coaster. Naturally either one of these uses is certainly acceptable, but I would like to suggest a different approach.

Inside these pages you will find policies, procedures and other vital information that will help you navigate your way through the academic year. The contents of "*the book.*" are not to limit you or your experience at Queens; rather, the information provided is a guideline to ensure the protection of your rights as well as to protect the rights of others. I suggest that you familiarize yourself with the contents of "*the book.*" and arm yourself with the valuable guidance it provides. Afterwards, you can always use it as a coaster.

Seriously, the offices and individuals listed within these pages are here to help you. Any issue or problem you face this year is likely addressed in "*the book.*" If you have questions or concerns not addressed here, feel free to contact me or drop by my office in Jernigan. I hope that you keep this resource handy and refer to it often throughout the year.

If you are a "first-timer" to Queens, welcome to the family. If you are a "returner", welcome home. Either way, good luck with this academic year!

Sincerely,

Eric T. Baldwin
Dean of Students

2001 FALL TERM

College of Arts & Sciences Courses	Day & Date	Graduate & Hayworth Undergraduate Courses
Faculty Advance	Aug 22 & 23	Faculty Advance
New residents arrive and move in	Friday, August 24	
Returning residents arrive and move in	Sunday, August 26	
New CAS Student Registration	Monday, August 27	
Day Classes Begin	Wednesday, August 29	
	Monday, September 3	Labor Day
Evening Classes Begin	Tuesday, September 4	Evening, Weekend, & Graduate Classes Begin
Last day to drop or add a class	Wednesday, September 5	
	Tuesday, September 11	Last day to ADD a class
CAS Fall Convocation	Tuesday, September 18	Last day to DROP a class
CAS Fall Holiday	Friday, October 19	
Last day to withdraw from a class	Wednesday, October 24	Last day to withdraw from a class
or change P/N to a grade		or change P/N to a grade
Thanksgiving Break: CAS	Monday, November 19-Saturday, November 24	Thanksgiving Break: HC/GP
	Monday, December 10	Classes End
Classes End	Tuesday, December 11	Exams Begin
Reading Day	Wednesday, December 12	
Exams Begin	Thursday, December 13	
	Monday, December 17	Exams End
Exams End	Wednesday, December 19	

2002 SPRING TERM

College of Arts & Sciences Courses	Day & Date	Graduate & Hayworth Undergraduate Courses
Day Classes Begin	Monday, January 7	
	Friday, January 11	Evening, Weekend, & Graduate Classes Begin
Last day to drop or add a class	Monday, January 14	
Martin Luther King, Jr. Holiday	Monday, January 21	Martin Luther King, Jr. Holiday
	Friday, January 18	Last day to ADD a class
	Friday, January 25	Last day to DROP a class
Last day to withdraw from a class	Tuesday, March 5	Last day to withdraw from a class
or change P/N to a grade		or change P/N to a grade
CAS Spring Convocation	Tuesday, January 29	
SPRING BREAK	Monday, March 11-Saturday, March 16	SPRING BREAK
Classes Resume	Monday, March 18	Classes Resume
Easter Holidays	Friday, March 29-Sunday, March 31	Easter Holidays
CAS Awards Convocation	Tuesday, April 16	
Day Classes End	Monday, April 22	Classes End
Reading Day	Tuesday, April 23	Exams Begin
Exams Begin	Wednesday, April 24	
Day Exams End	Tuesday, April 30	Exams End
	Thursday, May 2	HC Awards Ceremony
Baccalaureate	Friday, May 3	Baccalaureate
Commencement	Saturday, May 4	Commencement

2002 SUMMER TERM

Undergraduate Classes	Day & Date	Graduate Classes
Classes Begin	Monday, May 13	Classes Begin
Last day to ADD a class	Monday, May 20	Last day to ADD a class
Last day to DROP a class	Monday, May 27	Last day to DROP a class
Last day to withdraw from a class	Friday, June 28	Last day to withdraw from a class
or change P/N to a grade		or change P/N to a grade
Independence Day Holiday	Thursday, July 4	Independence Day Holiday
Last Class	Saturday, August 3	
Exam Period	Monday, August 5- Saturday, August 10	
	Thursday, August 8	Last Class
	Fri/ Sat, August 9 & 10	Exam Period

Policies, Procedures & More

Section 1: Policies & Procedures 71

Introduction
Parental Notification
The Honor Code
Off-Campus Activities
Academic Integrity
Academic Grievances
Computer Guidelines
Weapons Policy
Sales/Solicitation
Posting Policy
Hazing Policy
Drug-free Schools & Communities Act of 1989
Alcohol Law Violations in NC
QC Drug Policy
QC Position on Alcohol
QC Alcohol Policy
Alcohol at Events
Student Organization Sponsorship of Events with Alcohol
Smoking Policy
Non-discrimination & Harassment Policy
Sexual Harassment Policy
Crisis Intervention
Sexual Assault
Victim's Rights

Section 2: The Student Judicial Process & Student Rights 87

Disciplinary Procedures
The Judicial System Process & Purpose
Judicial Bodies
Judicial Procedure Requirements
Sanctions
Appeals
Disciplinary Records

Section 3: Academic Life 95

Honorary Organizations
Honors & Awards
Academic Assistance
Academic Advising
Class Attendance Policy
Mid-term Grade Warning
Class Behavior Policy
Academic Grievances
Withdrawal from the College

Section 4: Safety on Campus 100

Campus Police
Automobiles on Campus
Bicycles
Fire Safety
Other Safety Related Policies
Weather Conditions

Section 5: Campus Services 103

Banking Services
Computing Services
Emergency Loan Fund
Financial Assistance
Food Services
Health & Counseling Services
Identification Cards
Insurance
John Belk International Program
Library
Mail Distribution Center
Media Center
Office of Internships & Career Programs
Student Store
Trexler Center

Student Life

Section 1: The Basics 110

FAQs (Frequently Asked Questions)
Campus Lingo
Local Guide
- Cuisine
- Shopping
- Culture & Leisure
- Health & Safety

Campus Resources
Money Matters
College Myths
Survival Tips

Section 2: Athletics 117

Section 3: Religious Life 118

Section 4: Activities & Organizations 120

Office of Student Activities & Orientation
Off-Campus Events
College Traditions
Leadership Programs
Student Government Association
- Student Organizations
- Registering a New Organization

Greek Life
Regulations Governing Student Organizations
Trexler College Center
Volunteer! Office
Intramural Program
Connection Charlotte
Outdoor Adventure
Common Grounds Coffeehouse
Fitness Center

Residence Life

Welcome Letter 130

Section 1: About Residence Life 131

Introduction
Mission Statement
Requirements for Living in the Residence Halls
Residence Life Staff
RHA

Section 2: The Basics 135

Housing Agreement
Residence Hall Opening/Closing Dates for 2001 – 2002
Occupancy Over Breaks/Holidays
Check-In & Check-Out Procedures
Room Changes
Damage Deposit & Assessment
Keys & Access Cards

Hall Access
Safety
Fire Protection Equipment
Residence Hall Rooms
Heating & Air Conditioning
Electrical Appliances
What to Bring
Parking

Section 3: The Halls 146
Hall Amenities
Residence Halls

Section 4: Community Living 148
Community Expectations
Rights & Responsibilities for Community Living
Roommate Information
Roommate's Bill of Rights
Personal/Public Space in Residence Halls
Common Area Furniture

Section 5: Residence Life Policies & Procedures 151
Smoking Policy
Residence Hall Entry & Search Procedures
Visitation
Quiet Hours
Sound Amplification (Noise Policy)
Pet Policy
Storage Policy
Room Decorating
Holiday Decorations

Section 6: Residence Life Services 157
Parking
Computer Labs
Vending Machines
Laundry Services
Telephone Services
Television (Cable) Services
Housekeeping, Pest Control & Maintenance Services
Meal Plan/Café Rex
Health & Counseling Services

2001 AUGUST 2001

S	M	T	W	T	F	S
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2001 SEPTEMBER 2001

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2001 NOVEMBER 2001

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2001 DECEMBER 2001

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2002 JANUARY 2002

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2002 FEBRUARY 2002

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2002 MARCH 2002

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2002 APRIL 2002

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2002 MAY 2002

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2002 JUNE 2002

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2002 JULY 2002

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

Men's soccer v. Lenior-Rhyne 5pm Orientation	**25** SATURDAY
Orientation	**26** SUNDAY
Orientation Student Activites: Resource Fair 11:30am-1:30pm Trexler Center	**27** MONDAY
Student Activities: Discovery Day 1-3pm Women & Men's Soccer v. Francis Marion 3 & 5pm QC Fitness Center Grand Opening 11:30am-7pm	**28** TUESDAY

AUGUST

22 MONDAY

22 MONDAY

22 MONDAY

22 MONDAY

SEPTEMBER

First Day of Classes

Student Activities:
Janet Jackson 8pm

College Union:
Hypnotist Jim Wand
9pm-Dana Auditorium

29 WEDNESDAY

Chapel 11:15 am

30 THURSDAY

College Union:
Fall Carnival w/
Make Your Own Video
2-6pm
Residence Hall Quad

31 FRIDAY

1 SATURDAY

SEPTEMBER

2 SUNDAY

3 MONDAY

LABOR DAY

Women's Volleyball v. Pfeiffer 6pm

Student Activities: Monday Night Basketball 9pm Ovens Gym

4 TUESDAY

College Union: Pre-Sale Aerosmith Tickets 10:30am-12pm Coffeehouse

5 WEDNESDAY

College Union: Wed. Night @ the Movies

Men & Women's Soccer v. Wingate 3 & 5pm

SEPTEMBER

Chapel 11:15am	**6** THURSDAY
Student Activities: Poster Sale 10-5 pm Trexler Inter Greek Council: Inter Greek Olympics Student Activities: Laser Tag 7-9pm	**7** FRIDAY
Student Activities: Charlotte Trolley Ride	**8** SATURDAY
College Union: Aerosmith 7:30pm- Verizon Amphitheater	**9** SUNDAY

SEPTEMBER

10 MONDAY

Student Activities:
Monday Night Basketball 9pm Ovens Gym

Cheerleading Clinic 8pm QC Fitness Center

11 TUESDAY

Women & Men's Soccer v. Limestone 3 & 5pm

Cheerleading Clinic 9pm Gym

12 WEDNESDAY

Student Activities:
Swing Lessons

Cheerleading Tryouts 8pm Gym

13 THURSDAY

Chapel 11:15am

SEPTEMBER

College Union: Weekend Retreat @ Montreat

Student Activities: 3-5pm Fridays in the Quad (FIQ)

Women's Volleyball v. Lees-McRae 6:30pm

14 FRIDAY

Men's Soccer v. Erskine 2pm

15 SATURDAY

Student Activities: Opening Panther Game v. New England Patriots 1pm

16 SUNDAY

Women's Volleyball v. St. Andrews 6:30pm

Student Activities: Monday Night Basketball 9pm Ovens Gym

17 MONDAY

SEPTEMBER

18 TUESDAY

Fall Convocation 11am Belk Chapel

Alumni Luncheon for Seniors

19 WEDNESDAY

Student Activities: Ultimate Frisbee 3-5pm

College Union: Movie "Office Space" 8pm-Sykes

20 THURSDAY

Chapel 11:15am

21 FRIDAY

Family Weekend

Alumni Leadership Conference

SEPTEMBER

Family Weekend

Alumni Leadership Conference

College Union: Christian Music Day @ Carowinds

22 SATURDAY

Family Weekend

23 SUNDAY

Women's Volleyball v. Limestone 6:30pm

Student Activities: Monday Night Basketball 9pm Ovens Gym

24 MONDAY

25 TUESDAY

SEPTEMBER

26 WEDNESDAY

College Union:
Paint Your Own Pottery Night 7-10pm
Coffeehouse

27 THURSDAY

Chapel 11:15am

28 FRIDAY

29 SATURDAY

Student Activities:
Ropes Course

Leadership Conference

Admissions:
Open House

Men's Soccer v.
Mars Hill 2pm

Music Dept.:
Triptych 8:15pm

OCTOBER

College Union: Native American Celebration	**30** SUNDAY
Student Activities: Monday Night Basketball 9pm Ovens Gym	**1** MONDAY
Panhellenic Council: Greek Formal Recruitment	**2** TUESDAY
Men & Women's Soccer v. Longwood 2 & 4pm	**3** WEDNESDAY

OCTOBER

4 THURSDAY

Chapel 11:15am

Panhellenic Council: Greek Formal Recruitment

5 FRIDAY

Panhellenic Council: Greek Formal Recruitment

Student Activities: Putt-Putt 4-6pm

Student Recital 1:30pm

6 SATURDAY

Panhellenic Council: Greek Formal Recruitment

7 SUNDAY

OCTOBER

Student Activities:
Monday Night
Basketball 9pm
Ovens Gym

8 MONDAY

COLUMBUS DAY

Women's Volleyball
v. Coker 7pm

9 TUESDAY

College Union: Wed.
Night @ the Movies

Men & Women's Soccer
v. Mt. Olive 2 & 4pm

10 WEDNESDAY

Chapel 11:15am

11 THURSDAY

OCTOBER

12 FRIDAY

Student Activities:
FIQ 3-5pm

Women's Volleyball v. Mt. Olive 6:30pm

13 SATURDAY

Student Activities:
FIQ 3-5pm

Women's Volleyball v. Mt. Olive 6:30pm
Women's Volleyball v. Barton 11am

Piano & Cello Recital 8pm

14 SUNDAY

Midnight Madness

15 MONDAY

Student Activities:
Monday Night Basketball 9pm Ovens Gym

OCTOBER

	16 TUESDAY
College Union: Black Poetry Day/ Night 9:30-11:30pm Coffeehouse **Health & Wellness /HR Fair 11am-1pm** **Women's Soccer v. Coker 4pm**	**17** WEDNESDAY
Chapel 11:15am	**18** THURSDAY
Fall Break **19-21 Student Activities: Extreme Mtn. Biking & Camping**	**19** FRIDAY

OCTOBER

20 SATURDAY

Women's Soccer v. Erskine 2pm

19-21 Student Activities: Extreme Mtn. Biking & Camping

Friends Of Music: Hesperus 8:15pm

21 SUNDAY

College Union: Charlotte Crop Walk NCMTA Concert 8pm

22 MONDAY

Student Activities: Monday Night Basketball 9pm Ovens Gym

23 TUESDAY

Men's Soccer v. Coker 4pm

OCTOBER

Fall Choral Concert 8pm

24 WEDNESDAY

Chapel 11:15am

Women's Volleyball v. Anderson 6:30pm

25 THURSDAY

Student Activities: Sand Volleyball 3-5pm

26 FRIDAY

27 SATURDAY

OCTOBER

28 SUNDAY

29 MONDAY

College Union: Outdoor Movie "Halloween" 9pm

Student Activities: Monday Night Basketball 9pm Ovens Gym

30 TUESDAY

31 WEDNESDAY

Halloween

College Union: Ghost Stories 9pm Coffeehouse

NOVEMBER

Chapel 11:15am	**1** THURSDAY
Student Recital 1:30pm Student Activities: Indoor Climbing 5-8pm	**2** FRIDAY
College Union: Habitat for Humanity Work Day 3-5 Men's Golf Team: 2nd Annual Top-Flite/ Rafferty's Intercollegiate	**3** SATURDAY
	4 SUNDAY

NOVEMBER

5 MONDAY

Student Activities:
Monday Night Basketball 9pm Ovens Gym

6 TUESDAY

ELECTION DAY

7 WEDNESDAY

College Union:
Bachelor / Bachelorette Auction 9pm Coffeehouse

8 THURSDAY

Chapel 11:15am

Charlotte Concert Band 8pm

NOVEMBER

	9 FRIDAY
Student Activities: Rock Climbing 9-6pm **Admissions:** Open House **Friends of Music:** 8pm Whitman String Quartet	**10** SATURDAY
College Union: San Martino Italian Festival 9:30-11pm Coffeehouse	**11** SUNDAY
Student Activities: Monday Night Basketball 9pm Ovens Gym	**12** MONDAY

NOVEMBER

13 TUESDAY

College Union: Ladies Night 9-11pm Coffeehouse

14 WEDNESDAY

Student Activities: Capture the Flag 9-11pm

College Union: Wed. Night @ the Movies

15 THURSDAY

Chapel 11:15am

16 FRIDAY

Women's Basketball v. W. Liberty State 7pm

NOVEMBER

17 SATURDAY

18 SUNDAY

19 MONDAY

Student Activities:
Monday Night
Basketball 9pm
Ovens Gym

20 TUESDAY

NOVEMBER

21 WEDNESDAY

22 THURSDAY

Thanksgiving Day

Thanksgiving Day

23 FRIDAY

24 SATURDAY

NOVEMBER

25 SUNDAY

26 MONDAY

27 TUESDAY

Women's Basketball v. JC Smith 7pm

28 WEDNESDAY

DECEMBER

29 THURSDAY

College Union:
Saint Lucia Night -
Coffeehouse

29-1 Sodexho-Marriott
Classic Tournament

30 FRIDAY

Student Activities:
Flag Football 3-5pm

1 SATURDAY

College Union:
Casino Night
Young Dining Room

2 SUNDAY

Music Academy
Recital 3pm

DECEMBER

Student Activities:
Monday Night
Basketball 9pm
Ovens Gym

3 MONDAY

4 TUESDAY

College Union:
Boar's Head Banquet
5:45pm
Young Dining Room

5 WEDNESDAY

Chapel 11:15am

Student Activities:
Tree Trim - Trexler

6 THURSDAY

DECEMBER

7 FRIDAY

Student Recital 1:30pm

8 SATURDAY

9 SUNDAY

HANUKKAH BEGINS

College Union:
Moravian Love Feast
7pm-Beik Chapel

10 MONDAY

HANUKKAH

College Union:
Celebration of Human Rights-Coffeehouse

QC Community Orchestra Concert 8pm

Student Activities:
Mon. Night Basketball 9pm
Ovens Gym

DECEMBER

Last Day of Classes

College Union:
Midnight on Ice
11:30pm-1:30am
Eastland Mall

11 TUESDAY

Student Actvities:
Exam Break Breakfast
10-11pm
Young Dining Room

12 WEDNESDAY

Charlotte Concert Band
Christmas Concert
8pm

Student Activities:
Stress Free Zone-
Trexler Center

13 THURSDAY

Student Activities:
Stress Free Zone-
Trexler Center

14 FRIDAY

DECEMBER

15 SATURDAY

Men's Basketball v. Strayer College 3pm

16 SUNDAY

17 MONDAY

18 TUESDAY

DECEMBER

Women's Basketball v. Newberry College 5:30pm

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

DECEMBER

23 SUNDAY

24 MONDAY

25 TUESDAY

CHRISTMAS DAY

26 WEDNESDAY

KWANZAA BEGINS

DECEMBER

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

JANUARY

31 MONDAY

1 TUESDAY

NEW YEAR'S DAY

2 WEDNESDAY

3 THURSDAY

JANUARY

4 FRIDAY

5 SATURDAY

6 SUNDAY

7 MONDAY

Day Classes Begin

5:30 & 7:30pm
Women's & Men's Basketball v. Erskine

JANUARY

8 TUESDAY

Room in the Inn

9 WEDNESDAY

10 THURSDAY

11:15am Chapel

11 FRIDAY

JANUARY

5:30 & 7:30pm
Women's & Men's Basketball v. Coker

12 SATURDAY

13 SUNDAY

14 MONDAY

Room in the Inn

15 TUESDAY

JANUARY

16 WEDNESDAY

17 THURSDAY

11:15am Chapel

5:30 & 7:30pm
Women's & Men's
Basketball v. Mt. Olive

18 FRIDAY

19 SATURDAY

Admissions
Open House

JANUARY

	20 SUNDAY
MLK Holiday **5:30 & 7:30pm Women's & Men's Basketball v. Barton** **Student Activities: Day of Service**	**21** MONDAY
Room in the Inn	**22** TUESDAY
	23 WEDNESDAY

JANUARY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

JANUARY

5:30 & 7:30pm Women's & Men's Basketball v. Pfeiffer	**28** MONDAY
CAS Spring Convocation	**29** TUESDAY
	30 WEDNESDAY
5:30 & 7:30pm Women's & Men's Basketball v. Lees-McRae	**31** THURSDAY

FEBRUARY

1 FRIDAY

Student Recital
1:30pm

2 SATURDAY

3 SUNDAY

4 MONDAY

FEBRUARY

Room in the Inn

5:30 & 7:30pm Women's & Men's Basketball v. Longwood

5 TUESDAY

6 WEDNESDAY

11:15am Chapel

7 THURSDAY

8 FRIDAY

FEBRUARY

9 SATURDAY	Softball Alumnae Game, 2pm
10 SUNDAY	
11 MONDAY	5:30 & 7:30pm Women's & Men's Basketball v. St. Andrews
12 TUESDAY LINCOLN'S BIRTHDAY	Room in the Inn

FEBRUARY

	13 WEDNESDAY
11:15am Chapel	**14** THURSDAY VALENTINE'S DAY
	15 FRIDAY
5:30 & 7:30pm Women's & Men's Basketball v. Limestone Cavani String Quartet, 8pm	**16** SATURDAY

FEBRUARY

17 SUNDAY

18 MONDAY

19 TUESDAY

PRESIDENT'S DAY

20 WEDNESDAY

Room in the Inn

FEBRUARY

11:15am Chapel

21 THURSDAY

22 FRIDAY

WASHINGTON'S BIRTHDAY

Homecoming Weekend

Admissions Open House

Softball v. Augusta State, 1pm

5:30 & 7:30pm Women's & Men's Basketball v. Anderson

Faculty Recital, 8pm

23 SATURDAY

Softball v. Coker College, 2pm

24 SUNDAY

FEBRUARY

25 MONDAY

26 TUESDAY

Room in the Inn

27 WEDNESDAY

Softball v. Lees-McRae, 2pm

28 THURSDAY

MARCH

Student Recital,1:30pm Senior Recital, Heather McCall,7pm	**1** FRIDAY
	2 SATURDAY
Charlotte Concert Band,3pm	**3** SUNDAY
	4 MONDAY

MARCH

5 TUESDAY

Room in the Inn

6 WEDNESDAY

7 THURSDAY

11:15am Chapel

Learning Society Presents, Bob Woodward

8 FRIDAY

MARCH

	9 SATURDAY
Music Academy Recital, 3pm	**10** SUNDAY
Spring Break	**11** MONDAY
Spring Break	**12** TUESDAY

MARCH

13 WEDNESDAY

Spring Break

14 THURSDAY

Spring Break

15 FRIDAY

Spring Break

16 SATURDAY

MARCH

17 SUNDAY

ST. PATRICK'S DAY

18 MONDAY

19 TUESDAY

20 WEDNESDAY

MARCH

21 THURSDAY

Softball v. St Andrews, 2pm

22 FRIDAY

Opera Theatre Production, 8pm

23 SATURDAY

Admissions Open House

Opera Theatre Production, 8pm

24 SUNDAY

Softball v. Mount Olive, 2pm

Opera Theatre Production, 3pm

MARCH

	25 MONDAY
Room in the Inn	**26** TUESDAY
	27 WEDNESDAY
11:15am Chapel	**28** THURSDAY

MARCH

29 FRIDAY

30 SATURDAY

31 SUNDAY

1 MONDAY

APRIL

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

Leadership Mountain Retreat

APRIL

6 SATURDAY

The Lower Silesia Singing and Dancing Society From Poland, 8:15pm

Leadership Mountain Retreat

7 SUNDAY

PASSOVER BEGINS

Softball v. Barton, 1pm

Leadership Mountain Retreat

8 MONDAY

9 TUESDAY

APRIL

Spring Choral Concert, 8pm

10 WEDNESDAY

11:15am Chapel

11 THURSDAY

Student Recital, 1:30pm

Senior Recital, Mesheala Sunblade, 8pm

12 FRIDAY

GOOD FRIDAY

13 SATURDAY

APRIL

14 SUNDAY

EASTER

15 MONDAY

EASTER MONDAY

QC Community Orchestra Concert, 8pm

16 TUESDAY

CAS Awards Convocation

Student Organization Honors

17 WEDNESDAY

APRIL

11:15am Chapel Broadway Revue, 8pm	**18** THURSDAY
Easter Holiday	**19** FRIDAY
	20 SATURDAY
Music Academy Recital, 3pm	**21** SUNDAY

APRIL

22 MONDAY

Last Day of Classes

23 TUESDAY

Reading Day

24 WEDNESDAY

25 THURSDAY

APRIL

26 FRIDAY

27 SATURDAY

28 SUNDAY

29 MONDAY

MAY

30 TUESDAY	
1 WEDNESDAY	
2 THURSDAY	
3 FRIDAY	Baccalaureate

MAY

Commencement

4 SATURDAY

5 SUNDAY

6 MONDAY

7 TUESDAY

Policies, Procedures & More

Section 1: Policies & Procedures

Section 2: The Judicial Process & Student Rights

Section 3: Academic Life

Section 4: Safety on Campus

Section 5: Campus Services

Section 1: Policies & Procedures

Policies & Procedures

The College is a community of scholars where the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individuals are sustained. To ensure the exercise and preservation of these freedoms, all members of the community are required to respect the rights of others. It is clear that in a community of learning, willful disruption of the education process, destruction of property and interference with the orderly process of the College or with the rights of other members of the College will not be tolerated.

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to maintain order within the College and to exclude those who are disruptive of the educational process.

Queens College is firmly committed to the principles of honor and trust. At the heart of this trust is the HONOR CODE. The Honor Code is based upon the belief that all members of the community should act honorably and responsibly in all aspects of life--both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times and to promote a community based upon respect, mutual trust and citizenship. The Honor Code is binding on all members of the Queens College community and applies to all phases of life at the College.

As a commitment to these ideals, students sign the Honor Code as part of their application for admission.

Parental Notification

Queens College recognizes all students as adults who are responsible for their own actions and capable of dealing with any consequences of inappropriate behaviors. The College also recognizes the expectations of parent(s)/guardians(s) who are supporting their student financially through the education process, or who have students under the age of eighteen. These two constituencies are not mutually exclusive nor does the addressing of their concerns violate the right to privacy.

Accordingly, the College will practice a balanced policy of Parental Notification when it is deemed that a dependent student has been involved in serious violations that jeopardizes his/her continuance at Queens. Specifically, parents will be notified in the following circumstances:

1. When a parent's involvement is needed as a partner in their student's continued success.
2. When an underage student is involved in an alcohol violation.
3. When a student is involved in a drug violation.
4. When a student is involved in any criminal act.

Students will be given the first opportunity to discuss matters with their parents. After an appropriate amount of time official notification will be given to parents in the form of a phone call from the Dean of Students Office and/or a letter.

Section I

The Honor Code

Academic Pledge:

I pledge truthfulness and absolute honesty in the performance of all academic work.

Community Pledge:

I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to all policies of the College.

Responsibility to the Code:

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not tolerate any violations of its spirit or principles.

Examples of prohibited conduct inferred by the Honor Code include but is not limited to these three areas:

- interference with the rights or freedoms of others;
- wrongful utilization of goods, services, or information;
- criminal conduct.

Interference with the Rights or Freedoms of Others

1. Assaulting, striking, or in any way threatening or causing physical harm to another.
2. Verbal or written abuse beyond reasonable expression of opinion, which is likely to cause another person humiliation, stress or psychological harm, or which is harassing in nature.
3. Any actual or threatened non-consensual sexual act.
4. Harassment or acts of insensitivity or intolerance toward individuals/groups, including groups defined by race, creed, national origin, disability, or sexual orientation.
5. Destroying or vandalizing property, or intent to destroy/vandalize property.
6. Mischievous behavior or mischievous/inappropriate use of property.
7. Trespassing or forcefully entering premises without authorization.
8. Possession of firearms, ammunition, explosives, fireworks, concealed weapons, and other weapons, including, but not limited to, pistols, rifles, shotguns, handguns, BB guns, paint guns, knives, dangerous chemicals or the sale or possession of other substances prohibited by law.
9. Activating a fire alarm without the existence of a fire or a similar emergency situation.
10. Rendering inoperable or abusing fire alarms, extinguishers or other safety devices.
11. Disturbing the peace, disrupting lawful, orderly activities of others or rioting.
12. Making a false report concerning a fire, bomb or other emergency, creating a fire, safety or health hazard.

13. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Honor Code.
14. Contempt for the disciplinary procedures, including: failure to respond to the request for an interview by College officials, including student judicial officers, during an investigation of a violation; knowingly falsifying or misrepresenting information before a hearing body; disruption or interference with the orderly conduct of a hearing body; knowingly making false statements to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing; harassment and/or intimidation of a member of a hearing body or of a witness; and influencing or attempting to influence another person to present false information or a false complaint.
15. Any violation of federal, state or local law if such violation directly affects the College's pursuit of its proper educational purpose.
16. Operating a vehicle in violation of traffic rules/Campus Police parking regulations or so as to endanger people or property.
17. Having an animal on campus in violation of residence hall policies or College policies.
18. Littering.
19. Ejecting an object from windows, roofs or balconies of College buildings.
20. Conveying false information.
21. Accessing the roof or any other part of campus buildings that may present possible danger to self or others.
22. Failure to comply with the directives of College officials acting in the performance of their duties.
23. Providing false information or fraudulent documents to College officials.

Wrongful Utilization of Goods, Services, or Information

1. Stealing from and/or possessing without authorization any property or services from another person, group of people or the College.
2. Embezzling, defrauding or procuring any money, goods or services under false pretenses.
3. Possessing, purchasing or receiving property, money or services knowing them to have been stolen or embezzled.
4. Issuing a check on campus knowing that it will not be honored when presented for payment.
5. Duplicating keys, computer access codes and/or other devices without proper authorization.
6. Forging, altering or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
7. Unauthorized use of long distance caller identity codes, laundry cards or residence hall access cards.
8. Unauthorized use of the computer systems, computer access codes, disks or files, or accessing restricted areas of computer services.
9. Any forgery, altercation, unauthorized possession or misuse of College documents pertaining to student records, including, but not limited to, academic forms, personnel records, student disciplinary files, reports or incident documentation, or alteration or misuse of College documents pertaining to these records by means of computer resources or other equipment.

Section I

Criminal Conduct

The violation of local, state or federal criminal statute shall be a violation of this code, whether or not public officials prosecute such violation. The College may adjudicate and/or refer such violations to the appropriate law enforcement agents.

Off-Campus Activities

Although the College is not responsible or liable for off-campus student events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off-campus that violates College expectations and polices and when the College's interests as an academic community are clearly involved. Students participating in College-affiliated study abroad programs during the regular semester or summer terms are governed by the Honor Code.

Academic Integrity

THE TERM "CHEATING" INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Use of any unauthorized assistance in taking quizzes, tests or examinations, including take-home work/tests unless otherwise directed;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments;
3. The acquisition, without permission, of tests or other academic materials before such material is revealed or distributed by the instructor;
4. The misrepresentation of papers, reports, assignments or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit or status in the College;
5. Failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, discussing, failing to adhere to starting and stopping times or other disruptive behavior;
6. Influencing, or attempting to influence, any College official, faculty member, instructor or employee responsible for processing grades, evaluating students or maintaining academic records through the use of bribery, threats or any other means of coercion in order to affect a student's grade or evaluation;
7. Any forgery, altercation, unauthorized possession, or misuse of College documents pertaining to academic records, including, but not limited to, drop-add forms or withdrawal forms; alteration or misuse of College documents pertaining to academic records by means of computer resources or other equipment;
8. Discussing material for quizzes, tests, exams, etc., with students who have yet to take them.

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything else is unacceptable and considered academically dishonest. Specific terms related to academic dishonesty are defined below:

- Cheating: Using or attempting to use unauthorized materials, information or study aids in any academic work submitted for credit. (See above.)
- Plagiarism: Submitting academic work for credit that includes material copied or paraphrased from published or unpublished works without documentation.
- Fabrication: Deliberately falsifying or inventing any information or citation in academic work.
- Facilitating Academic Dishonesty: Knowingly helping or attempting to help another violate the College's policies on academic dishonesty.

Academic Grievances

A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading. The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances.

1. You should initiate the challenge process within one month after the end of the term in which the grade is received.
2. If a satisfactory agreement is not reached, you should consult with the chair of the faculty member's academic division.
3. If a satisfactory agreement is still not reached or if the faculty member has no division chair, consult the appropriate academic dean. Normally, there is no further appeal.

For more information, please refer to the Academic Life section of this handbook.

Computer Guidelines

General Policies

Just as individuals have rights regarding their material possessions, they also have rights to their intellectual property and the configurations of the electronic environments they create for themselves or that have been established for their use. Removing, copying, altering or destroying intellectual property in electronic format, or altering or destroying an electronic environment, is the equivalent of theft, destruction of property or vandalism.

1. Software: Copyright laws apply to software, and members of the college community and those using its computing resources are expected to abide by them. In short, the college prohibits the unauthorized use, possession, copying "loading," or "mounting" of software. Authorization is generally in the form of a license purchased by individuals or the College or one of its departments. Violation of the license agreement constitutes unauthorized use and is prohibited.
2. Hardware: Unauthorized use or alteration of computing hardware (computers, printers, monitors, etc.) is prohibited.
3. Network: Unauthorized use or alteration of the computer network is prohibited. This includes the linking of external web sites to the College's official site or using the network for personal web pages.
4. Data: Unauthorized access, use, alteration, possession or copying of data is prohibited.

Individual Rights

Individuals using computing resources have a right to privacy and confidentiality, the right to work in an electronic environment free of harassment and the right to expect that the integrity and security of their data will be maintained. The College owns and maintains all computer network resources and reserves the right to inspect the electronic files and accounts of those using the College's computer resources with the prior approval of the appropriate College official, dependent upon the status of the individual (student, staff, or faculty).

1. Accounts: Unauthorized access to, use of or alteration of computing accounts and the unauthorized alteration of passwords are prohibited.

Section 1

2. Email: Unauthorized access to, interception of, alteration, possession, copying or reading of electronic mail is prohibited. Email received in error should be returned to the sender as soon as the error is discovered.
3. Files: Unauthorized access to, opening, use, alteration, possession or copying of electronic files is prohibited.
4. Harassment: Electronic sabotage or other electronic means of harassment are prohibited.
5. Electronic Vandalism: Introduction of electronic "viruses," "Trojan horses," "worms" or other destructive or disruptive programs and devices into College computing resources, those on its premises or those connected to it by network, is prohibited.
6. Data Protection: Unauthorized circumvention or attempted circumvention of data protection mechanisms is prohibited.
7. Web sites: Personal webpages and/or non-Queens College "links" are prohibited from being attached to the Queens College page or run from the Queens College server. Interference with the operation of the computing resources of the College, those on its premises or those to which it is connected by network is prohibited.

Computer Access

The computer resources provide access to a vast array of information and computer services. These resources and services are available to support the academic mission of the College. Using them for other purposes, or interfering with their operation, can impede the scholastic goals of the students and faculty.

1. Unauthorized access (or attempted access) to computing resources of the College, those on its premises or those to which it is connected by network is prohibited.
2. Use of computing resources of the College, those on its premises or those to which it is connected by network for illegal activity is prohibited.
3. Accounts and Passwords: Sharing of passwords and unauthorized sharing of accounts are prohibited. Users should consult appropriate system administrators regarding authorization for shared accounts with multiple passwords.
4. Remote Services: Persons connecting to remote services and networks using College computing resources (or those on its premises) must comply with the rules, regulations, guidelines and policies of remote resources. Questions should be addressed to the appropriate system administrator. Failure to do so is prohibited.
5. Anonymity: Many discussion groups, bulletin boards, etc., provide means for anonymous contribution. However, unauthorized network traffic, or altering or disguising (or attempting to alter or disguise) identifying codes or markers is prohibited.

Weapons Policy

The possession, use or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" include, but are not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over 5 inches in length, slingshots, bows and arrows and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus.

Sales & Solicitation

These regulations apply to the sale or distribution of goods and services and the solicitation for promotion of and advertising of any item, program or service. The following guidelines generally apply:

1. Sale and/or promotions are limited to activities permitted under municipal, state and federal laws. Individuals and groups must conform to local licensing laws. Authorized sales or promotions must not disrupt the normal operation of the College.
2. Arrangements for sale or solicitation on campus by registered organizations or by College departments are made with the Director of Student Activities.
3. Door-to-door solicitation or promotion in residence halls by off-campus organizations and businesses is prohibited. Written authorization of the Director of Residence Life is required for student door-to-door solicitation, promotion or distribution. If someone selling door-to-door approaches a student in the residence hall, he/she should contact the Office of Residence Life and report such activity immediately.
4. Promotional items and/or advertising will not be placed in student mailboxes unless first approved by the Dean of Students' office or unless items are handled by federal mail services.
5. Posted materials for sales or programs must follow campus posting rules and be approved by the Director of Student Activities (see posting policy).

Posting Policy

Posters may be attached and displayed in public areas outside of residence halls, the Trexler College Center and academic buildings if they include the name of the individual(s) or organization sponsoring the event or product being advertised. Posting may only be done on surfaces that are designed for such purposes, for example kiosks, display panels and bulletin boards. Display of any posters or other material on the exterior of any building, landscape features, including trees and lampposts, or other surfaces not specifically designated as a poster display area is prohibited.

To post inside the residence halls, permission must first be received from the Office of Residence Life. If your residence hall has posting space designated specifically for general use by residents, you may post materials there without receiving prior permission.

Materials must be mounted with tape, push pins, paper staples or other means to allow removal without surface defacement. Masking tape and duct tape are prohibited. Stickers are not to be affixed with their adhesive backing. Unattached materials, handouts and handbills are prohibited except those materials distributed in Student Government Elections and by individuals/organizations who have secured the necessary solicitation permit from the Office of Student Development. All materials not conforming to the above guidelines will be removed. All outdated materials must be removed the day after the event is to have taken place. Off-campus groups are required to have their posters approved in the Student Development Office, 203 Jernigan Center. Posting on glass doors or windows is prohibited in all buildings on campus.

Hazing Policy

No student shall, individually or by joining with one or more other persons, engage in any act of hazing.

Hazing may be defined as follows: to subject an individual(s) to cruel horseplay; to harass or punish by imposition of disagreeable tasks; to frighten, scold, beat or annoy by playing abusive tricks upon an individual.

Section 1

The College prohibits any action that subjects a pledge, initiate, or member of a student organization to activities that are personally demeaning or involve substantial risk of physical injury. Such acts include both organized rites of initiation and informal activities.

Hazing may include, but is not limited to, any brutality such as: paddling; whipping; forced calisthenics; exposure to the elements; forced consumption of food, liquor, beer, or other substances; or any forced physical activity that could adversely affect the physical health and safety of the individual. Hazing shall also include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact or forced conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of the individual. Students involved in hazing activities are subject to institutional disciplinary action by an Administrative Hearing Board.

Drug-Free Schools & Communities Act of 1989

Colleges have had a long-standing concern about the harmful effects of alcohol abuse and other illicit drugs. Under the Drug-Free Schools and Communities Act Amendment of 1989, the College is required by law to notify all employees and students of the specific alcohol and drug policy and program.

- Alcohol and Drug Prevention Program and Policy: This policy is intended to educate members of the College community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. In addition, in order to ensure a work and learning environment that promotes the College's mission and proper function, the College prohibits the unlawful possession, use or distribution of alcohol or illicit drugs by faculty, staff or students on College property or as part of any College activity. Federal and state sanctions also apply to such conduct.

Prevention strategies include efforts to change inappropriate community norms regarding alcohol or other drug use and to provide information and skills regarding sensible use.

- Risks: The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers and cancer of the liver and mouth, throat and stomach; contracting diseases such as AIDS through shared needles and/or unsafe sexual behaviors; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological and psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual and inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrests, traffic accidents, injuries and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends or others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

- Counseling and Treatment Programs: The College encourages individuals with alcohol or other drug-related problems to seek assistance. For students, the Office of the Dean of Students or the Office of Student Health and Wellness can provide information on local, state and national resources. Information shared in these offices will be regarded as confidential.

- College Sanctions: Unlawful possession, use, manufacture or distribution of alcohol or illicit drugs by faculty, staff or students on College property or as a part of any College activity may lead to sanctions within the College, the severity of which shall increase as the seriousness of the violation increases.

Sanctions for violations by faculty and staff shall be imposed pursuant to existing procedures applicable to acts of misconduct.

Sanctions for violations by students shall be imposed pursuant to the procedures for hearing student violations of the College's policy on alcohol and drugs.

- External Sanctions: Unlawful possession, use, manufacture or distribution of alcohol or illicit drugs may also lead to a referral to the appropriate local, state and/or federal authorities for prosecution for a misdemeanor or felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment. Violations may also lead to forfeiture of personal or real property and denial of federal benefits, such as grants, contracts and student loans. The state also may impose a wide range of sanctions for alcohol-related offenses. More detailed descriptions of sanctions related to these and other alcohol and drug offenses are located in libraries, at the counseling center and other administrative offices.
- Distribution of Alcohol & Drug Policies: The College's drug and alcohol policies are published in the Student Handbook and distributed each year at the beginning of the Fall academic term.
- Review of College Programs & Policies: Policies and programs are reviewed on an annual basis. Reviews of program and policy effectiveness are completed in order to implement change as needed and to ensure the College's disciplinary sanctions are consistently enforced.

Alcohol Law Violations in North Carolina

For many of you, this is the first time you have lived in North Carolina. It is important to know and understand the laws concerning alcohol in this state.

It is illegal in North Carolina:

- For any person under the age of 21 to possess any alcoholic beverage with the intent to consume the beverage.
- For any alcoholic beverage to be made available by sale or otherwise to anyone under the age of 21.
- For any alcoholic beverage to be made available by sale or otherwise to anyone who is visibly intoxicated.
- To possess open containers of alcohol in the public domain.

Information on North Carolina Laws Regarding Alcohol:

- Should you be found violating state laws regarding alcohol, you could face fines of at least $250.00 and at least 25 hours of community service. In some cases, your driver's license may be revoked. You will also risk having a misdemeanor conviction on your permanent record.
- The use of false identification is also a misdemeanor. If convicted, you will face court costs, fines and/or the revocation of your driver's license.
- Queens College Campus Police Officers are sworn North Carolina Law Enforcement Officers. They have the discretion to issue NC citations when dealing with students violating NC laws or to direct the policy violation to student courts.

Section I

Queens College Drug Policy

The use of illegal drugs is potentially physically and mentally harmful and often interferes with the user's ability to function adequately in his/her academic and social life. Also, misuse of illegal drugs often impinges upon the social and academic rights of others. Thus, the use, possession, presence, sale and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus can lead to disciplinary action and/or possible criminal action. Special efforts are made to keep drugs off campus and to prevent the distribution or sale of drugs on campus. Students found in violation of this policy will be brought before an Administrative Hearing Board.

Queens College Position on Alcohol

College years are a time when you learn to take responsibility for your own life, to establish your own values and beliefs, to set personal goals, to determine the priorities in your life and to recognize that actions have consequences. Few issues can have a greater impact on students' lives than the use of alcohol. You will be exposed to alcohol before, during and after your college years. Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. The College seeks to provide a realistic social atmosphere on campus to develop student responsibility and permit maximum personal freedom in matters affecting student life.

Queens College Alcohol Policy

The following conduct is prohibited:

1. Possessing or consuming alcohol if under the legal age (21).
2. Operating a motor vehicle on campus while under the influence of alcohol.
3. Misrepresenting one's age for the purpose of purchasing or consuming alcohol.
4. Possessing, furnishing or consuming alcohol in College buildings or ground, other than in personal rooms or at designated functions (when above the legal age).
5. Possessing a common source of alcohol (i.e. keg, beer balls or the equivalent).
6. Purchasing, furnishing or serving alcohol as a legal-aged student to a minor.
7. Being dangerously intoxicated.
8. During times of emergency or crisis on campus, the Provost may designate the campus to be "dry." Students found violating this policy will be brought before an Administrative Hearing Board.

Excessive drinking and intoxication will not be tolerated. Members of the community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state laws, College regulations or the rights of others. Except in the most extreme cases, the Campus Judicial Board will adjudicate alcohol violations.

The College's alcohol policy conforms with state law. Those under age 21 may not consume alcohol under any circumstance. Those of legal age may consume alcohol only in residence hall rooms occupied by students of legal age. The quantity of alcohol permitted in a residence hall room at any time is limited to 750 mL of liquor OR 6 beers or wine coolers OR one liter of wine per person age 21 or older. College policy prohibits alcoholic beverages in public areas, whether inside or outside the residence hall. Kegs and similar large containers are not permitted on campus.

Students who have a drinking problem or have the potential for a problem are encouraged to seek assistance.

As mandated by federal law, minimum responses to policy violations concerning alcohol must be published and followed consistently. The minimum responses at Queens College are as follows:

1. First violations result in $25.00 fine, written warning and meeting with the Dean of Students.
2. Second violations result in required meeting with counselor (if off-campus, at the student's expense), social probation, and $50.00 fine.
3. Third violations result in automatic recommendation for suspension, disciplinary probation, and $100.00 fine.

Alcohol at Events

Students and contracted student organizations are always expected to conduct themselves in accordance with the laws of the state and to assume full responsibility for their activities and events. The College assumes no responsibility for any liability incurred at any event not sponsored by the College where alcohol is served and/or sold.

REQUIREMENTS:

1. The Provost, in consultation with the Dean of Students, approves all public areas on the grounds of the College where alcohol may be present at approved student events.
2. College or student organization funds may not be used for the purchase of alcoholic beverages.
3. Events, whether planned or spontaneous, involving the possession, distribution or consumption of alcoholic beverages are prohibited in and around the first-year residence halls (Wallace and Albright Halls).
4. Alcoholic beverages should not be served at any function or event sponsored by the College or held on College-owned or leased property that will be attended by underage students. Requests for exceptions must be presented in writing to the Provost and Dean of Students no later than 72 hours before the event. Trained personnel must be present to supervise the distribution of alcohol.
5. Non-alcoholic beverages and food must be present at College functions/events where alcoholic beverages are served.
6. Alcoholic beverages may not be mentioned in the advertising or publicizing of College sponsored events.
7. Organizations sponsoring events with alcoholic beverages present should not allow anyone to enter or exit the event with open beverage containers.

8. Organizations must check for proper age identification of individuals attending events where alcohol is present.
9. A student may not let another person use his/her student I.D. for the purpose of obtaining an alcoholic beverage.
10. Dining Services is the only organization on campus eligible to obtain a license for the purpose of selling alcoholic beverages on grounds.
11. Any organization, as well as its leadership, sponsoring any event at the College will be held responsible for following all state laws relative to the serving and/or selling of alcoholic beverages.
12. A "How to Plan a BYOB Party" meeting is offered during the first week of classes during the Fall semester. Student organizations and Greek organizations that want to plan a BYOB party must send at least one representative to this meeting.
13. Liquors are never allowed at BYOB events.
14. The amount of alcohol a person is allowed to bring to a BYOB event will be determined by the length of the event. For instance, if an event last four hours, a person will be allowed to bring four beers or wine coolers. However, if a person attending that same four-hour event arrives during the last hour, they may only bring one beer or wine cooler
15. Additional regulations governing the use of alcohol at College events are available through the Office of Student Activities and are published on the required event planning form.

Student Organization Sponsorship of Events with Alcohol Present

The following policies have been established to ensure that student organizations are equipped with the proper risk management tools for successful activities that allow of-age students to consume alcohol:

1. The student organization host (individual member) must be at least 21 years of age on the date that the "Event Information and Service Request Form" is submitted. Approval will not be issued to student organizations unless the host is of legal age to consume beer and wine.
2. The student organization host must also sign the statement agreeing to the enforcement of all state and federal laws and Queens College policies regarding alcohol. This statement is located on the "How to Plan an Event with BYOB" form and is available from the Director of Student Activities.
3. The signing student is considered the host for the event. He or she assumes overall responsibility for the event and ensuring that students and guests abide by state and federal laws and Queens College policies.
4. The student host must be a member in good standing in the organization and must be present for the entire event. If the event is being co-sponsored by two or more organizations there must be a host from each sponsoring organization.
5. The student host may not consume any alcoholic beverage three hours immediately prior to or during the entirety of the event.
6. The student organization is responsible for paying for a Campus Police officer and chaperon the night of the event. Campus Police shall be paid at a rate of $15.00 per hour, with a minimum of $60.00 per event. Chaperons shall be paid at a rate of $30.00 per event.
7. The student host is responsible for meeting with the officer on-duty and the chaperon prior to the event to discuss duties and responsibilities.

Approved events must also adhere to the following Queens College guidelines:

ID Check and Bracelets: Students consuming beer or wine must be prepared to verify their age with valid photo identification. Students participating in BYOB will be asked to wear special wristbands. The Office of Student Activities can provide your organization wristbands at no charge.

Funding: Student organization budget funds (those from student fees) may not be used to purchase alcoholic beverages.

Area: The event, its noise and the consumption of beer or wine must be confined to the specific area for which permission was granted.

Hours: The hours of the event must fall between those times outlined on the "Event Information and Service Request Form."

Food: Adequate food and non-alcoholic beverages (not just water) must be available based upon the number in attendance.

Cleaning: The event area must be cleaned and returned to a neat and orderly fashion immediately after the event.

Damages: The host will be held responsible for any damages to the event site and/or its furnishings. Likewise, if campus damage can be directly attributed to an event, charges will be filed against the organization with an Administrative Hearing Board.

Smoking Policy

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulation, smoking is not permitted in all academic and administrative buildings as well as all public areas of the residence halls. Public areas are defined as all lobbies, bathrooms, hallways and stairwells. Smoking is permitted only in individual student rooms with the door closed.

Non-Discrimination & Harassment Statement

The College values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, handicap or military service. The College prohibits conduct that prevents free academic interaction and opportunities or creates an intimidating, hostile or offensive study or work environment. A grievance procedure has been established to respond to allegations of discrimination and harassment. If you feel you are in need of assistance, you may speak with the Dean of Students or with the staff at the Counseling Center.

Sexual Harassment Policy

Sexual misconduct is a serious violation of the Code of Conduct and Honor Code. It is important that we at the College provide an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action.

The Counseling Center and the Dean of Students' office are available for informal discussions if you feel you need information about what constitutes sexual harassment. Formal complaints of sexual harassment should be brought to the Dean of Students' office and will be handled in the following manner: upon receipt of a written complaint, an in-depth investigation will be completed with the assistance of the Provost's office and/or Campus Police. After evaluating the specifics of the complaint, the Dean's office will issue a finding to the Provost's office and seek to resolve the matter.

If circumstances make the procedures outlined above uncomfortable or inappropriate, the student may bring the complaint directly to the Provost.

In cases in which a student chooses not to file a formal complaint, the College may still take appropriate action consistent with the complainant's need for confidentiality. The College is committed to protecting those filing complaints from inappropriate retaliation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment encompasses any sexual attention that is unwanted and can take many forms, but most sexual harassment falls into three categories: verbal, visual and physical.

Crisis Intervention

In order to maintain an academic atmosphere in the residence halls, you are expected to conduct yourself in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, you are obliged to live in a cooperative manner with your roommate and other community members.

Trained and caring staff members provide assistance to students experiencing temporary emotional crisis. The Counseling Center is available for students who have more serious psychological needs. Long-term assistance cannot be expected in the residence halls or campus setting and must be obtained through local, private resources or community agencies. Help in locating off campus services can be found in the Counseling Center.

In order to provide students with timely and quality assistance, Residence Life Staff are required to follow standard procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempt, etc. All situations in which a student may be in potential danger will be reported so that arrangements for help can be made. If a student demonstrates that he or she is potentially harmful to self or to others, appropriate action will be taken. The student will be required to undergo a psychiatric evaluation by a board-certified psychiatrist. Personnel in the College Counseling Center are available to advise the student and the student's family on a suitable plan for assessment and treatment. The student may not return to the College until a treatment plan is in place. The student may be required to take a six-month minimum medical withdrawal from the institution.

Other behavior that disrupts the residence hall community will result in an evaluation of the individual's suitability for continued resident status.

Sexual Assault

Engaging in sexual contact without consent is a serious violation of College policy. Also, such consent may be withdrawn at any time, without regard to activity preceding the withdrawal of consent. A student who violates this policy can be prosecuted in the courts of this state and may be expelled or dismissed from the College for the first offense. Sexual assault, which includes rape, attempted rape, sexual battery and attempted sexual battery, is a serious offense.

Rape is defined as sexual penetration, no matter how slight, of the victim by any part of the perpetrator's body, or by use of an object, without the victim's consent or against the victim's will where the victim

- is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act;
- is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol; or
- suffers from a mental or physical disability.

Sexual battery is defined as intentionally touching the victim's intimate parts without or against the victim's consent. This touching is either directly on the body part or on the clothing covering that body part. It is also sexual battery if the victim is forced to touch the intimate parts of the perpetrator.

Students who may have been sexually assaulted may refer to the numbers below for help. There is never any pressure placed upon a student who has been assaulted; choices and support are given, and the decision to report or prosecute an assault primarily rests with the victim.

The Dean of Student Development: 704.337.2227

The Counseling Center: 704.337.2556

The Office of Residence Life: 704.337.2464

The Chaplain: 704.337.2291 or 704.337.2304

Your Area/Residence Coordinator or Resident Assistant

Seek medical attention even if there are no injuries.
Carolinas Medical Center: 704.355.2000
Presbyterian Hospital: 704.384.4000
Mercy Hospital: 704.379.5000

Call Campus Police at extension 2911 or 2306
They will have someone come get you if you are off campus.

Contact the Rape Crisis Center: 704.375.9900
(24 hour counseling and support for victims of sexual assault)

You can seek support any time from the Counseling Center: 704.337.2556
or by contacting the AC/RC on duty to have a Counselor paged.

Section 1

Victims' Rights

To encourage reporting of sexual assault/sexual misconduct, following is a list of the rights of victims of sexual assault/sexual misconduct on campus:

1. The right to an explanation of the available options for redress;
2. The right to request that Campus Police issue a trespass citation to off campus perpetrators or restraining order for on-campus perpetrators to prohibit further contact or harassment;
3. The right to not have irrelevant past sexual history discussed during the hearing;
4. The right to remain present for the entire proceeding and to inspect evidence presented;
5. The right to make a victim's impact statement before sanctioning if the alleged perpetrator is found to have violated the Honor Code in this manner;
6. The right not to have their identity revealed outside of the confidential proceedings, without consent; and
7. The right to know the status of the case at any point during the judicial process.

Freedom of Inquiry & Expression

Individuals and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. You are free to support, by orderly means, causes that do not disrupt the regular and essential operations of the College.

It is understood that in public expressions or demonstrations, you speak only for yourself. Recognized student organizations are allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If nonmembers of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Provost. Speakers are free to express any view; however, committees and organizations that invite speakers to appear on campus must exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the College. Student organizations are responsible for the orderly scheduling of facilities and for conducting the occasion in a manner appropriate to the academic community. If contracts with the College are required for speakers or guests, the Office of the Dean of Students and of Student Activities must review them.

Section 2: Student Judicial Process & Student Rights

Disciplinary Procedures

The judicial system is designed to promote the Honor Code and investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of three judicial boards. The Honor Council and the Campus Judicial Board are comprised of elected student representatives and are responsible for interpreting and implementing the certain aspects of College policies and procedures. The third body (Administrative Hearing Board) has student representation and works closely with faculty and administration to adjudicate more sensitive and/or serious cases.

The Office of Student Development reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Disciplinary procedures are designed to ensure due process and protect students' rights. The goal of disciplinary action is not meant to make students uncomfortable, but rather to teach responsibility and the importance of maintaining a safe, secure and comfortable environment in which to learn and grow.

As a member of the campus community, it is primarily your responsibility to establish and maintain an atmosphere in which all members' rights are respected. For this reason, you or other members of the community may make referrals for disciplinary action or be called to serve on a "Peer Review Board." If you wish to report someone who has violated your right to a comfortable environment or another student's rights, see your RA or come to the Office of Student Development.

The Judicial System Process & Purpose

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to respect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are to provide a fair and educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the College community; and to uphold the nonacademic rules and regulations of the College.

Section 2

Judicial Bodies

Depending on the circumstances, Community Honor Code Violations may be addressed through one of five settings:

1. Campus Judicial Board Peer Review Board;
2. Campus Judicial Board (CJB) Executive Panel;
3. Administrative Hearing Board;
4. Honor Council (academic charges only); or
5. Meeting with the Dean of Students.

The Peer Review Board is comprised of the four students on the Campus Judicial Board executive board, one faculty representative, one administrator appointed by Student Development and at least eight students randomly called from the general population of the student body.

The CJB Executive Panel is made up of the four students on the Campus Judicial Board executive board, one faculty representative and one administrator appointed by Student Development. If an accused student wishes to take responsibility for an alleged policy violation, he/she may choose to be reviewed and sanctioned by the Executive Panel; otherwise he or she may opt for a Peer Review Board during the investigation stage of a policy violation.

The College believes in and encourages students to take part in the running of the College in appropriate ways. Participation in the student judicial process is one such avenue. You may be called to serve on a Review Board. You are duty bound to attend the hearing date and participate to the fullest of your ability. You will be provided with an outline of your duties. If there are no violations to review on the date of your panel, you are dismissed from service until the following semester.

Failure to attend and participate in a "Review Panel" is considered an Honor Code Violation. Students refusing to serve will be fined $50.00 and required to meet with the Dean of Students.

Administrative Hearing Boards are convened by the Dean of Students. This board consists of the president of CJB, the president of Honor Council, the president of the Student Government Association and the faculty advisors to CJB and Honor Council. Two additional faculty members are appointed at random. The Board is presided over by the Dean of the College of Arts & Sciences. Certain policy violations are always reviewed by an Administrative Hearing Board. Typically these violations include any that may have criminal implications or have been spelled out in the College policies as being of a serious or sensitive nature. Students found responsible for policy violations by this body and sanctioned may follow the requirements for appeal. These appeals are sent directly to the Provost of the College.

Honor Council is made up of three executive officers, elected representatives from each class and two advisors (one faculty and one administrator). Honor Council will review any academic violation brought to its attention by faculty or students.

Section 2

Judicial Procedural Requirements

Documentation and Initial Investigation: Judicial proceedings begin when a student, staff, faculty, community member or Campus Police Officer witnesses an incident, situation or questionable behavior that appears to violate the standards expected of Queens College students. An individual wishing to report an incident should contact an official in Residence Life, Campus Police or the Student Development office. A report is prepared describing pertinent facts and the names of persons involved. If the incident is deemed sufficiently serious and a representative of the appropriate office considers the report to indicate a probable violation of the Honor Code or of students' rights and responsibilities, the incident will be heard by the appropriate judicial body.

Right to a Hearing: Students shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the individual presiding over the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

Notice and Response: Students accused of violating College regulations will be informed of their rights. No form of harassment will be used by College representatives to coerce admission or responsibility.

Students will be sent written notice (for which acknowledgement must be signed) specifically citing the alleged offense(s). This notice will be sent as soon as possible after receipt of the completed report(s). The student must be in contact with the corresponding office or judicial representative within three working days to make arrangements for a hearing, except during final examination periods when the student must make contact within 24 hours.

In the event that the accused student does not respond within three working days of the dated letter of notification, a hearing date will be scheduled by the appropriate hearing officer, except during the final exam period when the case will be heard immediately. After notification, should the student not attend a hearing requested by the appropriate hearing body, the hearing will be held and action taken without the student present. Findings will be based solely on information available at the time. Failure to respond will not presume responsibility or non-responsibility. However, if the student who fails to appear before the board is found to be responsible, he/she forfeits the right to appeal any decisions made. Sanctions of suspension or expulsion are automatically appealed.

The hearing must be conducted within 20 academic days of the date of the notification letter. If the student wishes to have the case heard during a College vacation period, or wishes to extend the case beyond the 20 academic day period, the student may request that waiver directly to the Dean of Students. The College may make that same request to the student.

Right to Counsel/Advisor: An advisor may assist the student at hearings. The advisor must be a Queens College student or faculty/staff member. The advisor cannot speak for the student; he or she can only advise the student. The student must notify the judicial body if he or she intends to bring an advisor and must provide the advisor's name 24 hours in advance of the hearing.

Burden of Proof: After the hearing, the judicial body will determine, by majority vote, whether the student has violated the policies and expectations of the College. The judicial body's determination will be made on the basis of whether it is "more likely than not" that the accused student has committed a violation. A student may be found responsible for a lesser charge if, after review of the reports, it becomes evident that a lesser offense has been committed.

Section 2

Evidence, Testimony, and Witness(es): The accused student will be given an opportunity to testify and to present witnesses. The student will also be given the opportunity to hear and question adverse witnesses. In no case will the judicial body consider statements against the student unless the student has been advised of their content and of the names of those who made them and unless the student has been given the opportunity to rebut unfavorable inference that might otherwise be drawn.

All materials upon which a decision may be based must be introduced for consideration at the proceedings before the judicial body. The decision should be based solely upon this material.

Hearings will proceed in the following order:

1. Introductions
2. Reading of the charges
3. The student's denial or admission of the charges
4. Presentation of evidence by the complainant and questions by the student charged and/or the judicial body
5. Presentation of evidence by the student charged and questions by the complainant and/or the judicial body
6. Closing remarks by both parties
7. Deliberation by the judicial body

Privacy of Proceedings: All hearings will be closed unless the accused student elects in writing to have an open hearing.

Record of Proceedings: A complete file of all documents, evidence, charges and correspondence will be placed into a portfolio for the record, in case of appeal.

All such records will be collected and preserved by the appropriate officer from the respective judicial body, who will return these records to the Dean of Students' office immediately after the decision has been reached.

These records will then be duly preserved and protected in the Dean's office pending final disposition of the case. All records are the sole property of the College.

The Decision: The student will be notified in writing of the decision within five days after the judicial body's decision. Every attempt will be made to make decisions immediately after hearings; however, sometime cases prevent this because of scope and subject matter. If a decision is reached after the hearing, it will be communicated to the student verbally.

In cases involving alleged sexual assault, both the accused and the accuser will be notified in writing within five days of the judicial body's decision.

Section 2

Sanctions

Sanctions may include the following:

1. Disciplinary Warning: An official written notification that a student's behavior is in violation of College regulations or standards and that clarifies expected behavior in the future. Further misconduct may be treated with more serious sanctions.
2. Social Probation: Probation for a period not to exceed six weeks, indicating that the individual's standing with the College is in jeopardy and that further negligent or willful violations will normally result in disciplinary probation. During the period of social probation the student may not take part in College social functions and/or may have specific restrictions placed upon them by the judicial body.
3. Disciplinary Probation: Probation for a period of more than six weeks, but not to exceed a full academic year, indicating that the individual's standing with the College is in jeopardy and that further negligent or willful violation will normally result in suspension or expulsion. During this period of disciplinary probation the student may not represent the College in any form or fashion, including College athletic competition, student leadership positions or any nonacademic pursuit.
4. Suspension from Residence Halls: Prohibits the student from residing in any College operated residence hall on either a temporary (as a guest) or permanent basis. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during this period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the semester.
5. Suspension from the College: Separates the student from the College for a specific period of time. Such separation prohibits attendance at any class, social event or other function or visiting College grounds or buildings unless by written permission. Reapplication is not required following a term of suspension.
6. Community Service: When deemed appropriate, the judicial body may also require the performance of a specified number of community service hours. This sanction will be fulfilled either on or off campus. On-campus service will be in a designated department.
7. Educational Sanction: When deemed appropriate, the judicial body may require performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic. Educational sanctions also include required counseling or issues exploration and testing. These services, if off campus, are to be at the student's expense.
8. Restitution: When deemed appropriate, the judicial body may require restitution for damages or other payment of expenses incurred as a result of the student's actions. Restitution may be required to the College, a specific department or a specific individual as determined by the hearing.
9. Fines: When deemed appropriate, the judicial body may levy fines, no greater than $200, payable to the College for select policy violations. Fines will be used for student educational programs.
10. Expulsion: Separates the student from the College for a period of time no less than two full semesters and no greater than four academic years. Such separation prohibits attendance at any class, social event or other function or visiting College grounds or buildings unless by written permission. An individual wishing to resume studies after having been expelled must reapply for admission to the College.

Section 2

11. Dismissal: Separates the student from the College. Such separation prohibits attendance at any class, social event or other function or visiting College grounds or buildings. An individual who has been dismissed is ineligible for readmission to the College.

12. Sanctions Related to Group/Organization Behavior: An Administrative Hearing Board will sanction any group or organization recognized by the College that breaks College policy. The following sanctions are at the disposal of this judicial body when dealing with groups/organizations:
    a. Restitution: The board may recommend that restitution be made to the College, a specific department or individual.
    b. Written Warning: A written disciplinary warning with copies sent to advisors, headquarters and copies maintained in the office of the Dean of Students, stating the behavior that is being addressed and expectations for future behaviors.
    c. Disciplinary Probation: Probation for a period of time to be established by the board not to exceed one full academic year, implying that the group's standing with the College is in jeopardy and that further negligent or willful violation will normally result in withdrawal of College recognition. Disciplinary probation may include restrictions on the group's functions during the probation period. The group will be informed of corrective measures that must be undertaken during the probation period and maintained after its conclusion.
    d. Withdrawal of College Recognition/Suspension of Privileges: In serious or repetitive violations of College policies by a group, the board may withdraw College recognition and support including the privilege of access to College resources. A group desiring to reestablish a relationship with the College must apply for recognition by the College through the Dean of Students' office. Reapplication may not occur for a full academic year after withdrawal of recognition.

These sanctions need not be imposed in sequence; rather, the severity of the sanction should reflect the severity of the violation. Likewise, individual members of an organization may also face adjudication with Campus Judicial Board for their individual part in their organization's violation.

Appeals

In the interest of fairness, only the recipient of disciplinary action has the right to appeal. It is the responsibility of the body of original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented. Disciplinary sanctions imposed through a hearing body do not become effective until the Dean of Students has approved the sanction.

All appeals must be submitted within 48 hours of the hearing to the Dean of Students. The Dean of Students will refer the appeal to the appropriate appellate body.

The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision will not be basis for consideration of an appeal. The only basis for considering an appeal are the presentation of facts that indicate:

1. An error in procedural due process by the body of original jurisdiction that prejudiced the disciplined student to the extent that the student was denied a fundamentally fair hearing as a result of the error; or
2. The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body.

The appellate body will make an initial determination as to whether sufficient grounds for appeal, based on the standards above, have been alleged. Appeals that do not allege sufficient grounds will be denied consideration and will be dismissed. Appeals that do allege sufficient grounds will be accepted for consideration. The appellate body will not conduct a rehearing but will examine the record made of the original hearing. The appellate body may, at its own discretion, permit written or oral statements from the concerned parties at the time of appeal.

The alternatives available to the appellate body are:

1. Sustain the recommended penalty;
2. Reverse the verdict; or
3. Remand it to the original judicial body (to reconsider the penalty, not responsibility).

The Provost of the College retains final authority on all matters, including disciplinary decisions. Therefore, any disciplinary action is subject to final review by the Provost.

Sanctions of suspension, expulsion or dismissal from the College (not from housing) are automatically appealed on the student's behalf by the Dean of Students.

Section 2

Appeals Board Hearing

If a student has been found responsible for charges filed against him/her with either the Honor Council or Campus Judicial Board he/she will have the right to appeal the decision. The appeal must be in writing no later than 48 hours after the Hearing Board has adjourned. The appeal must be delivered to the Dean of Student Development in office 203 Jernigan Center. The Dean's office will convene an Appeals Board, which will consist of the following:

Student Government Association President

Honor Council President

Campus Judicial Board President

Student Life Committee Representative

Dean of the College of Arts & Sciences

Chair of the Faculty Administration Council

Faculty representative from CJB or Honor Council dependent upon where the appealing student was originally sanctioned.

Disciplinary Records

Disciplinary files will be voided if the student is determined not to be responsible for the alleged violation(s). A permanent file will be maintained if a student is expelled or dismissed as a result of being found responsible of a violation(s). No reference to the expulsion or dismissal will be made in the student's transcripts unless the sanction so specifies. Files developed in cases in which lesser sanctions have been imposed will be retained for a period of one year after graduation or four years after the date of action, unless the sanction specifies that it should be retained for a longer period.

Section 3: Academic Life

Honorary Organizations

Alpha Psi Omega: The largest dramatic honor society in the country, Alpha Psi Omega began a chapter at Queens College in the spring of 1994. Membership is based on points accrued by working in either the performance or technical aspects of theater. Work may be done at Queens or in professional community theaters.

Beta Beta Beta: The Tau Tau Chapter of Tri Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron: The Omicron Lambda Chapter of Delta Omicron, an international music fraternity, was established at Queens in May 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Janusian Order: Janusian Order is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship, and scholarship exhibited during their freshman year at Queens College.

Mortar Board: Mortar Board is a national honor society. Queens – the 200th chapter – recognizes those students who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Phi Alpha Theta: The Alpha Gamma Kappa Chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Sigma Theta Tau: Mu Psi at large is a chapter of Sigma Theta Tau International; the Honor Society of Nursing founded in 1922. Students who have completed at least half of the nursing major requirements and demonstrate superior academic achievement and leadership potential are invited to join.

Sigma Upsilon: Sigma Upsilon is an honorary fraternity for writers and was founded in 1906. The Cakes and Ale Chapter at Queens was established in May 1951. Membership is based on creative literary ability, interest, and active participation.

Section 3

Honors & Awards

The College gives recognition to outstanding students by presenting them with the following honors and/or awards:

Dean's List: Degree candidates who achieve a term average of 3.5 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incomplete courses are not considered.

Marshals: The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official College events that include academic processions.

Who's Who Among American Universities & Colleges: Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership and cooperation in educational and extracurricular activities, general citizenship and the promise of future potential.

Algernon Sydney Sullivan Awards: Queens College is one of the few colleges that has the privilege of presenting two Sullivan Awards each year – one to a graduating senior and one to a person who has some association, official or otherwise, with the College. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of health, mind and conduct that evidence a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed here, there are numerous departmental awards given each spring at the Awards Convocation.

Academic Assistance

The Student Learning Center, located in McEwen 113, offers tutoring to all Queens College students in Core, writing, chemistry, accounting and math at no extra cost to the student. Other assistance may be available depending on student need.

The Center also hosts faculty members who serve as writing tutors as well as instructors. Other courses are tutored by peer tutors who were recommended by faculty members and have been trained as tutors.

Schedules are posted weekly outside the Learning Center in McEwen 113. Call 704.337.2544 or stop by the Learning Center to sign your name and phone number beside your desired tutoring time. Appointments are recommended. Walk-in service is sometimes available depending on tutor schedules.

In addition to offering individual tutoring, the Learning Center also provides information of study skills and time management strategies.

Study hall hours are also available to provide a quiet environment for students to study. They are staffed with a tutor who is available to help students one-on-one. Check signs posted outside McEwen 113 at the beginning of each semester to find out times for scheduled study hall hours.

Academic Advising

All freshmen at Queens College are advised by their Core 110 professor. Freshman advisors are provided to help students understand course selection, registration and the academic requirements at Queens College. They are also knowledgeable of educational resources available to all students, such as: internships, the John Belk International Program, the Honors Program and tutoring opportunities.

During Spring semester, freshmen will be given the opportunity to declare a major and choose a major advisor during their Core 120 classes. If a student is not ready to declare a major at that time, he or she will stay with the freshman advisor until a major is chosen.

Students may change their major, concentration or advisor by completing a form in the Office of Academic Advising. For more information, please contact 704.337. 2508.

Class Attendance Policy

In general, students are expected to attend all class sessions. Specific policies are set for each course by individual faculty members and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy of a particular course.

A faculty member will, if possible, allow a student to make up or complete academic assignments when the student misses class because of illness or for other justifiable reasons. A faculty member will, if possible, allow one additional absence beyond that which is normally permitted to a student who misses class while representing the College at official College functions and will, if possible, allow a student to make up missed quizzes or tests. It is the student's responsibility to notify the professor of such absences in advance and in writing. It is expected that a student will only use other absences for legitimate purposes, such as personal or family illness or crisis.

It is a violation of the Honor Code for a student to be untruthful about a class absence. Students are also honor-bound to report any such suspected violations of the Honor Code.

The Office of Academic Advising, the Office of Student Development and the Student Health Center may not excuse students for class absence. Those offices will, however, notify faculty members upon request when illness or grave circumstance beyond a student's control will necessitate a class absence.

Mid-Term Grade Warning

If you are having difficulty in a class (making a D or F) at mid-term, the instructor sends a mid-term grade to the Registrar's Office. In turn, a warning letter is sent to you and a copy to your parents. If you are performing at a satisfactory level (C or better) at mid-term, you will not receive a grade report.

Section 3

Class Behavior Policy

In order to foster a positive learning environment, students are expected to behave and participate in class in a civil and respectful manner. A faculty member has the right and the responsibility to remove any student from his or her class who, by the student's disruptive, demeaning or discourteous behavior, impedes the class. When a student is removed from class, the faculty member will communicate the length of the time of removal to that student.

- A student removed for one calendar week or less may not appeal the removal.
- A student removed for a period of time beyond one calendar week, including up to the balance of the semester, may appeal in writing to the Dean of College of Arts & Sciences within seven calendar days after being removed from class.
- Should the Dean of the College of Arts & Sciences deem it appropriate, he or she may seek an informal resolution to the matter.
- Should the Dean of the College of Arts & Sciences not seek an informal resolution, or should such informal resolution fail, the matter will be formally considered by a committee appointed by the Provost consisting of two faculty members (one of whom is a division chair or Core Program director of the class involved) and the Dean of the College of Arts & Sciences.
- The committee will give a written recommendation to the Provost who will make the final decision.
- A student may be subject to appropriate grade sanctions for work missed and absences during the time of removal from class.
- A student removed from class for the remainder of the semester because of behavior will receive a failing grade for the course.
- A student removed from more than one class because of his or her behavior may also be suspended or expelled from the College.

Academic Grievances

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), not the qualitative and subjective elements of grading.

If you feel that you have found an error in computation or transcription of a grade, you should initiate the challenge process by the end of the first month in the following term in which the disputed grade was given by consulting with the faculty member concerned.

If a satisfactory agreement is not reached, you should consult with the chair of the division in which the dispute occurred.

If a satisfactory agreement is still not reached, you should consult with the Dean of the College of Arts & Sciences.

Section 3

Withdrawal from the College

Students who wish to withdraw from the College during the term or who do not plan to return for the subsequent term must formally withdraw through the Office of the Registrar. The student is asked to participate in an exit interview with an appropriate member of the staff of the College. Students who withdraw during the term must also take responsibility for receiving clearance from the Business Office, Financial Aid Office and Student Development Office concerning financial matters. The effective withdrawal date is the day upon which all required clearance signatures are obtained. Should a student be unable for grave reasons beyond his or her control to complete this process, the effective date of withdrawal is determined by the Registrar and a representative of the Business Office.

A student who simply stops attending classes without proper notification will be assigned the grade of F in all courses.

Resident students who are withdrawing or transferring from the College must write a letter to the Housing Contract Appeals Committee requesting to be released from their housing contract.

Section 4

Section 4: Safety on Campus

Campus Police

Campus Police officers are North Carolina certified police officers that patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department was established to maintain a safe environment for the College community through police, security, safety and traffic service. The department has a special Campus Crime Prevention program that offers advice and programs on crime prevention and personal safety.

Escort Service: Persons may call extension 2306 or come by the Campus Police office to request an escort either to or from the parking lots, residence halls or academic buildings. This service is available 24 hours a day. Emergency phones in parking lots are designed for you to be able to place calls for escorts without leaving your car. After making your call, wait in your car until an officer arrives.

Automobiles on Campus

All students at Queens are allowed to bring cars to campus. If you plan to park on campus, it is important for you to understand the policies and even more important for you to register your car. NOTE: For a complete set of parking codes and the location of parking designations, as well as the hours of enforcement, you will need a Campus Police Parking Guide. These may be obtained at the Campus Police Office.

Parking Codes (general)

1. All residents must park in the parking deck located behind South Hall. Parking in the deck requires a decal and access card.
2. All commuters are permitted to park in any open lot or space, except for those clearly marked as reserved spaces or spaces reserved for resident students.

Parking Fees & Fines (general)

Fall and Spring parking decals are valid from August 15 through August 15 of the next year.

Decals	Resident Students	$100.00 per year
	Commuter Students	$40.00 per year
Fines	1st Citation	$50.00
	2nd Citation	$50.00
	3rd Citation	$75.00
	4th Citation	Loss of parking privileges for one academic year

Bicycles

If you bring a bicycle to campus, be sure to bring a high security lock such as "Kryptonite" or "Citadel" to keep it secure. Bicycles may not be stored in halls, stairwells or common areas of the residence halls. Bicycles in these areas are unsightly and present a potential obstacle during any evacuation of a building.

Bicycle racks are located in front of Albright and Barnhardt Halls and beside Wallace Hall. The College will remove bicycles that are stored in the residence halls without notice to the student . Bicycles must be registered with Campus Police and engraved for your protection against theft.

Section 4

Fire Safety

Policies: In order to minimize the risk associated with fire in a community living environment, students demonstrating any of the following behaviors will be subject to disciplinary actions:

- Falsely reporting fire or any other emergency (including bomb threats), falsely reporting a serious injury or pulling a fire alarm when no fire is evident.
- Setting a fire.
- Possession or use of flammable or highly combustible materials.
- Tampering with or misusing (either accidental or intentional) fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm system or smoke detectors. DO NOT HANDLE SMOKE DETECTORS. If you perceive a problem contact an RA or AC/RC immediately.
- Possession, use, or manufacture of fireworks or explosives.
- Use of an unauthorized appliance(s).
- Burning of an open flame (sterno, candles and lanterns).
- Failure to leave building when hearing a fire alarm or when being so directed by a College staff member.

Extinguishers and Pull Stations: Fire extinguishers and fire alarm pull stations are located on each floor. Be sure that you know their location in case fire occurs. For your own safety, do not tamper with them, as this could jeopardize their availability and operation in the event of a fire. Report anyone who engages in such activity to Campus Police.

Drills: To help you become familiar with fire procedures, drills will be held in each residence hall during the semester. Be sure to leave the building whenever the alarm sounds. Do not assume that it is a drill. Your RA will review evacuation procedures during your floor meetings. If you have questions or concerns, please address them to your RA.

Failure to leave a building during a fire drill is a serious violation of the Honor Code and a crime in the city of Charlotte. If you are found in a building during an alarm you will be fined $50.00 and reported to CJB. If the Charlotte Fire Department issues the ticket, it can be as high as $500.00. A simple visitation violation is not as serious – LEAVE THE BUILDING!

Programs: The Office of Residence Life, in cooperation with Campus Police, offers programs on fire prevention and fire safety. You are encouraged to attend such a program when it is scheduled in your hall.

Other Safety Related Policies

Due to the potential danger to lives and property and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping or ejecting any object from a window, balcony, stairwell or roof. You will be held responsible for any such object originating from your assigned room.
- Unauthorized entry into any restricted, locked, or closed residence hall space, basement or roof top, or entry into a hall when residence halls are closed for scheduled College breaks.
- Unauthorized duplicating, lending or borrowing of room keys or access cards.
- Failure to provide proper identification when requested to do so by College officials acting in the performance of their duties.
- Interfering or tampering with residence hall security systems.

Section 4

- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls.
- Engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks and/or removing screens from windows.

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing from windows is also prohibited. Screens must remain in the window at all times. Missing screens will result in a charge of $25.00 per screen replacement.

Weather Conditions

Although Charlotte is not known for bad weather, there are times when hurricanes and tornadoes move through the area. In these cases, it is important that you know what to do for the protection of your safety and property.

If the approach of dangerous conditions is reported, Campus Police will make the Residence Hall Staff aware of this. At that time, the RAs will inform students of the building evacuation procedures and/or other safety procedures. It is expected that students will follow the directions given to them by College officials during dangerous weather. Residence Life staff will then notify residents when danger from severe weather has passed and residents may return to their rooms.

Commuter students should consult the Commuter Hotline for campus closings in the case of inclement weather conditions. The Commuter Hotline is 704.337.2567.

Section 5: Campus Services

The College is actually a small community with many of the resources and services of a hometown. Following is a description of the major services that Queens College provides:

Banking Services

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for you to cash checks Monday through Friday, 11:30 a.m. to 1:30 p.m., during the academic year. During summer school, and when school is not in session, the bank is open on an abbreviated schedule.

You may cash personal checks, payroll checks, money orders or checks made payable to you by your parents, spouse or other Queens College students not to exceed $200 in total. Checks totaling over $200 may be cashed provided the cashier is notified before 2 p.m. the day before.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $20 return check fee and will have their check-cashing privileges suspended for a minimum of one month's time or until the amount of the check is paid in full. The cashier reserves the right to refuse to cash any check. Please note that you must present a valid Queens College photo I.D. when cashing a check at the Student Bank.

Local Banks: Students are encouraged to have a checking account in a local bank in order to establish credit and learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. Bank of America, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts. All have numerous branches throughout Charlotte and the state of North Carolina - including branches within a few blocks of the campus.

Computing Services

The Department of Computing Services coordinates both academic and administrative users.

Computing Services is located in the basement of Walker Science Building. Computing Services houses the servers, the IBM AS/400 central processor and the control center for the College's integrated administrative software system and high capacity fiber optic network. This center and network provide distributed computing capabilities to all administrative offices of the college, support for the College's admissions telecounseling center and library's automated operations, as well as access to the Internet for faculty, students, administrators and staff. Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs. Student access to computers on campus is provided through the facilities described below. For more information, visit the Department of Computing Services at http://www.queens.edu/cs.

The Dickson Microcomputer Lab is located in the basement of the Walker Science Building, adjacent to the Department of Computing Services. This lab has 20 IBM-compatible Pentium III level personal computers with color monitors. Each PC has network access to the Internet and student E-mail accounts via the campus Webmail system. Software available in the center includes the Windows 98 operating systems and related application software including Microsoft Office Professional. The lab also includes a scanner and a network laser printer. The lab is used to support academic courses and serves as a resource for faculty and students. The lab is staffed during primary usage times each day and is open on request 24 hours per day when classes are in session.

Section 5

The DeWitt PC Teaching Lab: This lab is used exclusively for classroom teaching and is equipped with 20 Pentium III PCs with color monitors and a network laser printer. Each PC is equipped to run the Windows 98 operating system and has Microsoft's Office Pro suite of application software available.

The Science Computing Lab and Chemistry Computing Lab are located in the Walker Science Building. This Science lab is used by science and mathematics classes and is equipped with eight Pentium PCs and five 386/486 PCs running science and math application and modeling software. The Chemistry lab has one 486 PC used for chemical modeling.

The Writing Center is located in the McEwen Building. This lab has three Pentium PCs equipped with word processing software and printers and is used to enhance student writing skills.

The Psychology Lab is located in the McEwen building. This lab has a combination of Apple Macintosh and IBM compatible PCs, including three Pentium III PCs with SPSS statistical analysis software.

The Curriculum Resource Center and Media Center are located in Everett Library.

Everett Library contains nine Pentium III and two Pentium level public access stations available for student use. The library is wired so that students may connect their laptops for Internet access.

There are computer workstations with printers in each residence hall. South, Belk and Hayes residence rooms are wired for Internet access through the campus network. Request for paper supplies or ink/toner cartridges should be referred to your Residence/Area Coordinator. All other repair and maintenance requests should be reported to the Department of Computing Services at 704.337.2323.

Emergency Loan Fund

A short-term emergency loan fund is available for distribution to students by the Office of Student Development in 203 Jernigan. These interest-free loans, which usually range between $25 and $100, are made to students who first have exhausted all other forms of financial assistance. If a loan is not repaid on the date specified by the student, the amount will be automatically charged to the student's account, and he/she becomes ineligible for another emergency loan for one year. No more than one emergency loan will be granted per semester.

Financial Assistance

Queens College provides several types of financial aid through federal, state and private sources. If you are interested in investigating sources of financial aid, you should make an appointment with a financial aid officer in 102 Burwell.

Since most funds are awarded on the basis of financial need, you (and your parents) are required to submit detailed financial information before your eligibility can be determined. You must be enrolled at least half-time in order to apply for aid. Applications and financial aid data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. You must reapply for aid annually and must show continued satisfactory academic progress to continue to receive financial aid.

Food Services

Sodexho-Marriott Services operates the Young Dining Room for the College. The dining hall features a variety of foods offered in a self-service buffet style.

Meal Plan: All resident students are required to purchase a meal plan in the College dining room. Types of available meal plans are outlined in the dining service brochure. During registration of each new term, you select and pay for the meal plan of your choice. The choice of meal plans can only be made at the beginning of each new term.

Meal plan participants have the option to use their cards in the Dining Hall and in Café Rex. There are three plans to choose from (the price is the same for each):

- 10 meals per week in the dining hall with $225 for dining in Café Rex
- 19 meals per week in the dining hall with $50 for dining in Café Rex
- 180 meals (total) in the dining hall with $75 for dining in Café Rex (this plan allows students to bring a guest in on their card)

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Dining Service Director. The Director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

Student Involvement: The dining service programs are tailored to meet the requirements of the students. Student involvement in menu planning, services offered and special events determine the operation of the dining program. Students are actively encouraged to participate in managing our dining program though membership on our Board of Directors. The Board establishes the goals and operational guidelines for our services. Applications for Board membership may be obtained at the Dining Service Office.

Dining Hall Hours:

BREAKFAST

Mon.-Fri.	7:30 a.m. - 10:00 a.m.
Sat.-Sun.	10:30 a.m. - 1:30 p.m.

LUNCH

Mon.-Fri.	11:15 a.m. - 1:30 p.m.

DINNER

Mon.-Thurs.	5:00 p.m. - 7:00 p.m.
Fri.-Sun.	5:00 p.m. - 6:00 p.m.

Summer hours will vary.

Café Rex:

A fast food restaurant is located in the Trexler College Center. Featured foods include grilled chicken, hamburgers, pizza, salads, freshly baked cookies and pastries and fruit plates. Late night weekend menus feature appetizer and beverage specials. The Café will also be the site of entertainment sponsored by College Union Board and other student groups. Meal plan participants have the option to use their meal cards in the Café .

Café Rex is open Monday-Friday, 9 a.m.-2 p.m. & 5-11 p.m., Saturday and Sunday, 6-11 p.m.

Section 5

Health & Counseling Services

The Queens College Health & Wellness Center is open Monday through Friday each week (hours subject to change, please call 704.337.2220 for more details). A registered nurse is on staff to care for routine medical needs, and a physician is on campus twice each week to see students. If you need specialized medical treatment, you will be referred to a local physician (students are urged to consult with their families before undergoing any major treatment). There are various urgent care facilities that will treat students as well. The campus is within a few miles of two major hospitals, and a student who requires hospitalization will be admitted to the service of the physician who supervises Health Services or to the physician on call. It is the student's responsibility to cover any off-campus medical charges and to file insurance claims directly with their insurance company.

The Counseling Center is located in the Health and Wellness Center. Professional counselor(s) are on staff to assist with routine counseling and mental health needs. Appointments are encouraged whenever possible, otherwise, students are seen on a first-come first served basis. If you are in need of specialized counseling, the Health & Wellness Center will assist you in establishing a relationship with a psychiatrist or psychologist in the area. The fees and charges incurred with this care are the student's responsibility. Students are encouraged to consult with their family and insurance provider prior to initiating a costly medical treatment.

For more information or Counseling Center hours, please call 704.337.2322.

Health Form: All resident students must have a health form on file. All commuters who plan to use the campus health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunization: North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester. NON-COMPLIANCE REQUIRES DISMISSAL FROM THE COLLEGE.

Identification Cards

Campus Police issues you an ID card when you first enroll at Queens. It serves as a meal card and is your official College identification that should be carried at all times. The card should be presented upon request of any College official. Loss of an I.D. card should be promptly reported. Replacement cards are issued for $5.00.

Identification cards and residence hall access cards are non-transferable. Misuse of any form of student identification will be subject to penalty. Replacement cost for access cards (lost or broken) is $10.00.

Insurance

The College provides accident insurance for each full-time student, and the cost of the premium is included in the comprehensive fee.

All full-time students are required to have health insurance and will be covered under the Student Sickness Insurance Plan unless an exemption request form is filed with the College showing proof of insurance. Brochures outlining the coverage and costs are sent to all full-time students during the summer.

The College's property insurance only provides protection for College property. It does not cover your personal property. You and your parents should review your insurance plans to be sure that your personal belongings are covered.

John Belk International Program

The John Belk International Program is located on the first floor of McEwen and provides a variety of services for students.

Study Abroad: In addition to overseeing the international study tours, the JBIP office houses information about other international educational opportunities, such as a year, semester, or summer abroad.

International Students: The JBIP office aids international students with immigration forms, academic advising and special opportunities in the Charlotte community. International students are invited to visit the JBIP office or the Office of Student Development for information or assistance.

Library

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

Library Hours: Regular hours during the fall and spring term are Monday through Thursday 8:30 a.m. to 11:00 p.m., Friday 8:00 a.m. to 5:00 p.m., Saturday 1:00 p.m. to 5:00 p.m., and Sunday 1:00 p.m. to11:00 p.m.. Schedules for vacation periods, summer, and any other time the College is not in session will be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

Collections: Everett Library houses a collection of more than120,000 books and bound periodicals, over 600 current periodicals and newspapers, and over 3,000 reels of microfilm. The library is also a selective depository for U.S. government documents. There are two photocopiers, two microform reader/printers, available for use with a copy card. The library's catalog is online and accessible by Internet. The library also provides Internet access to a wide range of databases and electronic resources through its web site www.queens.edu/library.

Checkout Materials: You must be enrolled in the current semester to check out materials. You are responsible for any materials checked out in your name. The loan period for books is 4 weeks, and for videos, 3 days. Fines for overdue materials are $.25 per day, per item. You can avoid fines by renewing your material at the library.

Reserve Materials: Many professors place required reading materials on reserve in Everett Library. Reserved materials have a limited loan period of usually 2 hours. Unless otherwise stated, reserved materials do not leave the library. In order to use reserve materials you must leave your ID or driver's license at the desk.

Inter-Library Loan (ILL): You may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. ILL requests generally take two to three weeks to fill. Any ILL expenses are charged to you. For more information, contact the ILL Specialist at extension 2494.

Study Rooms: There is one group study room in the basement of the library that can be reserved for your use. Groups may use the library's classroom and viewing rooms if they are not needed for a class.

Computers: The Education Department has a Macintosh lab in the basement of the library. Any Queens College student may use these computers if Education students do not need them.

Smoking, food, and drink are not allowed in the building.

Section 5

Mail Distribution Center

The Queens College Mail Distribution Center is located on the ground floor of the Trexler Center. The Mail Distribution Center receives and distributes incoming and outgoing mail and sells postage stamps. All students are assigned a campus mailbox. New students receive notification of their campus mailbox number and combination in the fall and will retain the same number each year. The Mail Distribution Center is open Mon.-Thurs., 9:00 a.m. - 6:00 p.m. and Friday 9:00 a.m. – 4:30 p.m.

Please note that in order to eliminate delays in receiving mail it is important to address incoming mail as follows:

Name
Queens College
1900 Selwyn Avenue
MSC Box _____ (campus mailbox number)
Charlotte, NC 28274

Media Center

Located in the lower level of Everett Library, the Media Center houses audiovisual equipment, production equipment, and the library's audiovisual materials, which must be viewed within the library.

Office of Internships & Career Programs

The Blair House for Internships and Career Programs at Queens College provides an academic forum to help students and alumni translate their liberal arts and professional education into productive careers and noble lives. We challenge individuals to combine their gifts, academic preparation and experiences into a life-work plan.

Queens College Internship Program: Queens College has a professional internship program that is unique in higher education. Students complete three required experiential learning courses ("The World of Work," Professional Internship I & II) in a three-semester sequence, beginning in sophomore year and continuing through junior year. Students will earn two credit hours for each course completed. Professional Internship I & II may be repeated in senior year if desired.

Queens College Job Search – Preparation & Execution: The Blair House staff offers individual appointments to guide you through the process of résumé writing, cover letter preparation, mock interviews, portfolio construction, negotiating for an offer and negotiating for salary and benefits after an offer has been tendered. Call 704.337.2337 to schedule an appointment.

1. The Résumé
2. The Cover Letter
3. The Interview
4. The Portfolio
5. The Follow Up
6. The Offer

Student Store

The College's Student Store is located in the lower level of the Trexler College Center. It carries textbooks and supplies needed for classes. In addition, there are health and beauty supplies, greeting cards, small electronics, housewares, snacks, beverages and Queens clothing and souvenirs.

Trexler College Center

The Trexler College Center construction was completed in late summer 1993. The center – site of College Union functions and other campus events– features the following:

Large screen television

Belk Dining Room with a seating capacity of 50

Café Rex

Student Activities Advisors' Office

Young Dining Room

Student Store

Mail Distribution Center

Student Life

Section 1: The Basics
Section 2: Athletics
Section 3: Religious Life
Section 4: Activities & Organizations

FAQs (Frequently Asked Questions)

Where do I get my student I.D.?

During Orientation, you will fill out a form and have your picture taken for your ID. You can pick up your I.D. card at the meal counter in the Trexler College Center during the first weeks of classes at any of the posted meal times.

How do I see the doctor on campus?

The Queens College Health Center has a Registered Nurse on staff. A doctor comes to campus during the week. You can get an appointment by calling extension 2220 (704.337.2220 off campus).

What is Convocation?

Convocation is a semi-annual assembly usually located in Belk Chapel during the Fall and Spring semesters. Your attendance is required at all convocation ceremonies. The attire consists of a nice dress shirt, dress shorts, pants, or a skirt for women.

Where and when do I eat?

Young Dining Room is open the following times during the academic year:

Breakfast:	Mon-Fri	7:30 a.m. -10:00 p.m.
	Sat & Sun	10:30 a.m. -1:30 p.m.
Lunch:	Mon-Fri	11:15 a.m. -1:30 p.m.
Dinner:	Mon-Thurs	5:00 p.m. -7:00 p.m.
	Fri – Sun	5:00 p.m. - 6:00 p.m.

What will my address be?

During Orientation, you should have received your Email address, telephone number (for residential students), and a mailbox number. Your address should be posted as follows:

Your Name
Queens College
1900 Selwyn Avenue
MSC Box # _____
Charlotte, NC 28274.

Your email address should be the first seven letters of your last name and the first letter of your first name. If your name is April Johnson, your email address should be johnsona@queens.edu. You must activate your account with the Department of Computing Services.

How do I get my mail?

Student mailboxes are located on the ground floor of the Trexler College Center. Each student receives a mailbox number, and this is where you will pick up your mail.

May freshmen have cars on campus?

Yes! Campus Police collects the fee for parking permits and will register your vehicle. Be aware that a vehicle is not considered registered at Queens College until a Queens College permit is displayed on the vehicle. Each permit indicates an area of zone in which that vehicle is authorized to park. For more information, please consult the "Automobiles on Campus" (Safety on Campus) portion of this handbook or contact Campus Police at 704. 337.2306.

Section 1: the Basics

Campus Lingo

Words you may need to know . . .

AC/RC	Area/Residence Coordinator
CUB	College Union Board
CJB	Campus Judicial Board
PRO	Peer Resource for Orientation
RA	Resident Assistant
RHA	Residence Hall Association
SGA	Student Government Association

Local Guide

Coffee Shops

Common Grounds 704.971.3839
the only student-run
operation on campus
In the lobby of Wallace Hall

Caribou Coffee
1525 East Boulevard 704.334.3570
4327 Park Road 704.523.6822
100 N. Tryon Street 704.372.5507

Dilworth Coffee Shop
1227 B East Boulevard 704.358.8003

Starbuck's
545 Providence Road 704.372.1591
1401 East Boulevard 704.339.9911

Cuisine

Azteca (Mexican)
116 E. Woodlawn 704.525.5110

Ben & Jerry's Ice Cream
507 Providence Road 704.333.1003

BoJangles
231 E. Woodlawn 704.523.3678

Burger King
2901 South Boulevard 704.525.0665
6124 South Boulevard 704.552.2421

Brixx Pizza
1801 Scott Avenue 704.376.1499
(off East Blvd.)

Bruegger's Bagels
911 E. Morehead 704.375.1499

BW-3 (sports bar)
225 E. Woodlawn 704.525.8834

Champps Americana
1601 E. Woodlawn 704.523.1443

Chick-fil-A
1540 E. Woodlawn 704.522.7050

Domino's Pizza
343 South Kings Drive 704.331.9847

Don Quijote's
4640 South Boulevard 704.529.5959

Einstein Bagels
1504 South Boulevard 704.333.4370

El Cancun
1401 Morehead Street 704.347.2626

Firehouse Subs
4732 South Boulevard 704.565.5230

Fuel City Pizza
1501 Central Avenue 704.376.3835

Harper's
301 E. Woodlawn 704.522-8376

Kentucky Fried Chicken
321 E. Woodlawn 704.527.6102

Maggie Moo's Ice Cream
8408 Park Road 704.643.3303

Manchu Wok
4400 Sharon Road 704.364.3840

McDonald's
700 S. Kings Drive 704.376.8616

Outback Steak House
1412 East Boulevard 704.333.0505

Pancho & Lefty's
601 S. Kings Drive 704.375.2334

Papa John's Pizza
1437 E. Morehead 704.375.7272

Phat Burrito
1537 Camden Road 704.332.7428

Picasso's Pizza
1301 East Boulevard 704.331.0133

Pizza Company
10106 Johnston Road 704.541.9600

Planet Grille
1531 A East Boulevard 704.372.1818

Cuisine (continued)

Shanghai
8418 B Park Road 704.556.1688

Scholtzsky's Deli
5133 South Boulevard 704.525.1550

Skyland
507 Providence Road 704.333.1003

Subdude
1620 East 4th Street 704.334.9998

Subway
S. Kings Drive 704.334.8272
at Midtown Square

Taco Bell
1800 E. Woodlawn 704.522.7604

Thai Orchid
4223 Providence Road 704.364.1134

The Townhouse Restaurant
1011 Providence Road 704.335.1546

Wolfman Pizza
2839 A Selwyn Avenue 704.377.4695

Shopping

Arboretum Shopping Center
3800 Providence Road 704.556.6843

Carolina Pavilion
9541 South Boulevard

Carolina Place Mall
11025 Carolina Place 704.543.9300

Concord Mills
Concord Mills Boulevard
(off I-85 North) 704.979.3000

Cotswold Village Shops
282 S. Sharon Amity 704.364.5840

Eastland Mall
5431 Central Avenue 704.537.2626

Eckerd Drugs
1025 Providence Road 704.332.6111
1412 Park Road 704.342.1161

Harris Teeter
4101 Park Road 704.523.8106
6701 Morrison Boulevard 704.364.1245

Harris Teeter Express
1015 Providence Road 704.338.9100

Kerr Drugs
2823 Selwyn Avenue 704.375.9521

Media Play
4716 South Boulevard 704.525.2416

Park Road Shopping Center
4201 Park Road 704.523.2640

Phillips Place
Phillips Court (off Fairview)

Revco/CVS Drugs
917 N. Wendover Road 704.364.4375

South Park Mall
4400 Sharon Road 704.364.4411

Wal-Mart
801 E. Arrowood Road 704.523.0926
3209 Pineville Matthews Rd. 704.541.7292

Windsor Square
1814 Windsor Square 704.847.0225

Culture & Leisure

AMC Carolina Pavilion
9541 South Boulevard 704.643.4262

Arboretum Cinema 12
Providence Road & Hwy 51 704.556.6843

Actor's Theater
1409 East Boulevard 704.342.2251

Blumenthal/Booth Theater
130 N. Tryon Street 704.372.1000

Charlotte Convention
& Visitor's Bureau
122 East Stonewall Street 704.334.2282

Charlotte Repertory Theater
1615 E. 5th Street 704.333.8587

Charlotte Symphony Orchestra
201 S. College Street 704.366.4499

Children's Theater
1017 E. Morehead Street 704.333.8983

Charlotte Coliseum
100 Paul Buck Blvd. 704.357.4700
(off Tyvola)

Discovery Place
& OmniMax Theater
301 N. Tryon Street 704.372.6261

Freedom Park
Myers Park area 704.336.2663

Golf Village
(miniature golf)
400 N. Polk Street 704.889.5086

Independence Arena
2700 E. Independence 704.335.3100

Manor Theater
607 Providence Road 704.334.2727

Mint Museum
2730 Randolph Road 704.337.2000

Museum of the New South
301 S. Tryon Street 704.333.1887

Nature Museum
301 N. Tryon Street 704.336.6261

Paradise Valley Golf Center
9615 N. Tryon Street 704.548.8114

Paramount's Carowinds
Theme Park 704.588.2600
I-77 & Carowinds Boulevard

Park Terrace Cinema 6
Park Road & Woodlawn 704.556.6843

Phillips Place
Stadium Cinemas
6911 Phillips Place Court 704.556.6843
(off Fairview)

Science Museums of Charlotte
301 N. Tryon Street 704.372.6261

Spirit Square
130 N. Tryon Street 704.372.1000

Stonecrest Real Cinemas
7824 Rea Road 704.540.7575

Theater Charlotte
501 Queens Road 704.334.9128

TicketMaster
Several locations
throughout Charlotte 704.522.6500

Tremont Music Hall
400 W. Tremont Avenue 704.343.9494

Health & Safety

Queens College Health
& Wellness Center
Wellesley Avenue,
adjacent to Barnhardt Hall 704.337.2220

Charlotte Eye, Ear, Nose
& Throat Associates
Third Street 704.945.4111

Carolinas Medical Center
1000 Blythe Road 704.355.2000

Presbyterian Hospital
200 Hawthorne Lane 704.384.4000

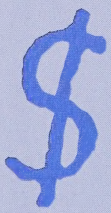
Randolph Clinic
1918 Randolph Road 704.342.8000

Campus Resources

RESOURCE	LOCATION	PHONE #
Academic Advising	McEwen	704.337.2508
Bank	Jernigan	704.337.2336
Business Office	111 Jernigan	704.337.2500
Campus Police	202 Jernigan & 106 Stultz	704.337.2306
Campus Services	Campus Services Building	704.337.2372
Career Center	Blair House	704.337.2337
Chaplain	Belk Chapel	704.337.2291
Commuter Hotline		704.337.2567
Computing Services	14 Walker Science	704.337.2323
Connection Charlotte	Trexler College Center	704.337.2255
Everett Library		704.337.2401
Financial Aid	102 Jernigan	704.337.2225
Fitness Center	South Hall	704.337.2390
Intramurals	Trexler College Center	704.337.2263
Learning Center	113 McEwen	704.337.2544
Outdoor Adventure	Trexler College Center	704.337.2263
Provost	201 Burwell	704.337.2324
Residence Life	Jernigan	704.337.2464
Student Activities	208 Jernigan	704.337.2281
Student Development	Jernigan	704.337.2226
Student Store	Trexler College Center	704.337.2413
Volunteer! Office	Trexler College Center	704.337.2255

Credit Cards

You might meet representatives from credit card companies in the mall or receive information about credit cards in the mail. There may even be the opportunity to obtain free gifts by simply applying for a card. It may be enticing, but remember, you are under no obligation whatsoever to apply for credit cards. Actually, you should beware of these offers. If you decide that you do wish to apply for a credit card, go to your bank and obtain a card that has a lower interest rate. Many of the cards that you will be asked to apply for have very high interest rates. When considering a credit card, it is important that you remember that this is not free money; you must pay your balance monthly to avoid unmanageable debts, and excessive spending will burden you with bills and the stress of trying to get out of financial trouble.



Money Matters

One of the first matters you should consider is how to handle your finances while in college. Think about your spending and saving habits. Will you need a part-time job? Do you have a work-study job through your financial aid package? How will you cash your paychecks?

If you plan to use a checking account, you should consider opening an account at a local bank. Many businesses will not accept a check from out of state or one drawn from a bank outside the Charlotte area.

Your current banking habits should give you the best idea of what you need in an account here. Take the time to shop around for the right type of bank. Find the best deal possible and read the fine print on the account descriptions so you don't get overwhelmed with service charges.

Bank of America
751 Providence Rd.
704.386.8251

BB&T
250 E. Woodlawn Rd.
704.954.2060

CCB 101
101 S. King Dr.
704.347.6093

First Union
839 Providence Rd.
704.383.5806

First Citizens Bank
802 Providence Road
704.338.4313

South Trust
4011 Park Rd.
704.561.3350

Wachovia
1065 Providence Rd.
704.333.8585

Section 1

College Myths

1. **Professors Hate When Student Ask Questions After Class...** This is NOT true. The whole reason professors set aside office hours is so students will know that they are available and willing to clarify material that was presented in class.

2. **All College Students Should Study In The Library...** NO! Study habits are unique to each individual. The important thing is to take the time to discover your own learning style. There are professionals in the Career Center that can help you discover the most effective study environment for you.

3. **You Do Not Need To Attend Class Regularly To Achieve Good Grades...** This is a major misconception of college academic life. The MOST important thing that you can do to improve your chances of having a positive experience is to go to class. Skipping classes causes an avalanche of problems that build until you are buried under poor grades.

4. **It's The Advisor's Job To Make You Complete All The Graduation Requirements...** Your advisors are here to help you in any way that they can and they will help you along your course of study; however, you must make the effort to meet with your advisors and ask them questions to ensure that you are on track for graduation.

5. **Only Stupid People Need Tutoring ...** Don't let your pride get in the way of being a success! As soon as you find yourself falling behind in a class, seek advice and help from the Learning Center (113 McEwen).

6. **Professors Are Strict And Have No Tolerance For Mistakes ...** Everyone makes mistakes and professors will understand. If you miss a class, or are late turning in an assignment, don't lie or avoid the class or professor because of your own embarrassment. Go to your professor immediately; take responsibility for your actions and learn from your mistakes.

7. **You Only Take 4-5 Classes, So You Have Plenty Of Free Time...** Be careful of this type of thinking! For the first time, you and you alone will decide how you will spend your time. If you approach your schedule from an organized perspective from the beginning you will know how much time you need to spend on your academics and how much free time you really have to devote to other opportunities.

8. **You Can Decide On Your Future During Your Junior Or Senior Year...** While you will not be pressured to declare a major, it is never too early to begin thinking about the future. Take some time and meet with one of the counselors in the Career Center to explore all your options.

9. **If I Study Really Hard The Night Before The Test I'll Do Fine...** Procrastination is one of the biggest challenges you may face in your academic life. There are so many fun things to do that you may find yourself putting off studying; however, this will only create problems for you. Procrastination leads to stress, anxiety and poor grades that don't reflect your true ability.

10. **Studying In College Is The Same As Studying In High School...** This could be true in some classes, but normally it is not. College classes are different from high school classes because they test less frequently, require more independent work and reading for comprehension, and there are fewer assignments that factor into the overall class grade.

College Survival Tips

Survival Tip # 1:

Leave your door open when you are in your room. This will help you meet your neighbors on the floor and in the hall. It will encourage others to stop by and say hello.

Survival Tip # 2:

Make sure your have a good dictionary, a thesaurus and a style and usage manual for writing papers – Strunk & White's Elements of Style is a classic.

Survival Tip # 3:

Be open to new experiences and ask questions. Take advantage of all the resources and possibilities you have as a Queens College student, and be open-minded to new ideas in your academic life, your social life and your spiritual life.

Survival Tip # 4:

Take advantage of all the opportunities that both Queens College and the Charlotte community have to offer, but remember …

1. You don't need to do everything the first week.
2. You don't have to spend money to have fun.

Survival Tip # 5:

Take the time to introduce yourself to all of your teachers during class. Challenge yourself to sit in the front row of at least one class.

Survival Tip # 6:

Try not to go home during your first month at Queens. Do your own laundry and begin to make yourself at home in Charlotte. Also, consider joining at least one of the many campus organizations and get involved while you are here!

Safety Tips:

1. Get to know the area. Take some time and study the campus and the Myers Park neighborhood in geographical terms with respect to routes between your residence and class/activities schedule. Learn where emergency phones and Campus Police are located on campus.
2. Share your class/activities schedule. Let you parents and a network of close friends know what you will be doing on most days, effectively creating a type of "buddy" system. Also, share a list of telephone numbers with your parents, roommate and friends. When going out, let someone know where you will be, whom you will be with and a number they can use to contact you. Always travel with another person or in groups after dark.
3. Learn emergency phone numbers. Post near your phone or program your phone's speed dial memory with emergency numbers that include family and friends.
4. Survey the area. Check out campus, academic buildings, residence halls and other facilities while classes are in session. Then, revisit the same areas after dark to determine whether building access, walkways and parking lots have adequate lighting and that they are secured and patrolled.
5. Act responsibly. Remember, alcohol and/or drug abuse is involved in about 90% of campus crime. Carefully evaluate off-campus student apartment complexes and houses if you plan to visit or live off-campus, ask yourself if you would feel safe in that neighborhood at night.
6. Keep track of your keys and access card. Do not loan your keys or access card to anyone, and be sure to inform Residence Life if you lose a key so that the locks may be changed to ensure your safety. The residence halls have a card access system; the access cards enable only students of a particular hall to enter the building.
7. Lock your room. Always lock your doors and windows at night or when you are away from the room; never compromise your roommate's or your safety and security.

Section 2

Section 2: Athletics

As an NCAA Division II affiliate, Queens College seeks highly skilled and competitive student-athletes and offers athletic opportunities in 12 varsity sports. The women's teams compete in basketball, cross-country, golf, soccer, volleyball, softball and tennis, while the men field teams in basketball, cross-country, golf, soccer and tennis. QC student-athletes compete in the Carolinas Virginia Athletic Conference (CVAC), a 12-member NCAA Division II league that combines institutions from North Carolina, South Carolina, and Virginia.

Ovens Athletic Center is the home of the QC Royals. The indoor facility includes a gym, weight room, heated swimming pool, athletic training room and locker rooms. The outdoor complex includes lighted tennis courts and soccer and softball fields.

Admission to all regular-season home contests is free to students with a valid QC I.D.

Physical Education Department Staff:

Athletic Department	Ovens Athletic Center	704.337.2509
Director of Athletics	Jeannie King	704.337.2529
Sports Information Director	Scott Handback	704.337.2346
Head Athletic Trainer	Gail Pace	704.337.2405
Compliance Coordinator	Bart Lundy	704.337.2510
Athletic Academic Counselor	Johnathan Brabson	704.337.2540
SAAC & SWA	Beth Gattuso	704.337.2598
Administrative Assistant	Sue Honeycutt	704.337.2254
Men's Basketball	Bart Lundy	704.337.2510
Women's Basketball	Jeannie T. King	704.337.2509
M & W Cross Country	Beth Gattuso	704.337.2598
Men's Golf	Todd Lawton	704.337.2528
Women's Golf	Laura Covington	704.337.2509
Men's Soccer	Fred Norchi	704.337.2530
Women's Soccer	Johnathan Brabson	704.337.2540
Softball	Marci Turso	704.337.2254
Men's Tennis	Charles Gordon	704.337.2597
Women's Tennis	Scott Handback	704.337.2346
Women's Volleyball	Chrys Baker	704.337.2360

Section 3: Religious Life

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. You are given the opportunity to develop or strengthen your own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations and in weekly campus chapel services.

Belk Chapel on the College campus is open to you at all times. Chapel services are held weekly and on special weekends during the school year. Dr. Diane Mowrey is the College Chaplain, and she can be reached at 704.337.2291.

Queens encourages its students to attend places of worship in Charlotte, many of which actively seek participation by college students. Listed below are the closest places of worship for various denominations; many are located within walking distance of Queens.

Places of Worship

Ascension Lutheran Church (LCMS)
1225 E. Morehead Street
704.372.7317

Calvary Church (Non-denominational)
5801 Pineville-Matthews Road
704.543.1200

Christ Church (Episcopal)
1412 Providence Road
704.333.0378

Christian Science
1437 E. Morehead Street
704.332.2845

Church of Christ
4338 N. Sharon Amity
704.563.2365

Church of the Holy Comforter (Episcopal)
2701 Park Rd.
704.332.4171

Covenant Presbyterian
1000 E. Morehead St.
704.344.0578

Crown & Cross Lutheran Church
300 Pineville-Matthews
704.847.5967

First United Pentecostal Church
4929 N. Sharon Amity
704.535.1000

Forest Hill Presbyterian (Evangelical Presbyterian)
7224 Park Rd.
704.554.9037

Grace Covenant Church (Non-denominational)
1800 South Boulevard
704.333.2773

Greek Orthodox Cathedral
600 East Boulevard
704.334.4771

Holy Trinity Greek Orthodox Cathedral
600 East Boulevard
704.334.4771

Islamic Center of Charlotte
1700 Progress Lane
704.537.9399

Little Church on the Lane (Moravian)
528 Moravian Lane
704.334.1381

Little Rock AME Zion
401 N. McDowell St.
704.334.3782

Section 3

Seigal Avenue Presbyterian (U.S.A)
600 Seigal Avenue
704.338.1914

St. Gabriel (Roman Catholic)
3016 Providence Road
704.364.5431

St. Mark's Lutheran (ELCA)
1001 Queens Road
704.375.9185

St. Patrick's Cathedral (Catholic)
1621 Dilworth Road
704.334.2283

Temple Beth El V'Shalom (Reformed)
919 Jefferson Drive
704.366.1948

Temple Israel (Orthodox)
4901 Providence Road
704.362.2796

Unitarian Universalist Church of Charlotte
234 N. Sharon Amity
704.366.8623

University Park Baptist Church
2348 Keller Avenue
704.392.1681

Vietnamese Buddhist Society
6505 Lake Drive
704.537.1126

Warehouse 242 (Evangelical Prebyterian)
Grady Cole Center
CPCC Campus
704.344.9242

Section 4: Activities & Organizations

Activities & Organizations

Queens College realizes that, as important as academic activities are, much of a student's education occurs outside of the classroom. Day-to-day living experiences and campus activities are valuable components of a well-rounded education. Through group participation and interaction, students come to know themselves as individuals, realize their opportunities and develop the skills needed to become creative members of the College community. To stimulate this process, the College encourages student initiative and responsibility through student government, the honor systems and a variety of student organizations.

Office of Student Activities & Orientation

The Office of Student Activities and Orientation focuses on the "total student" and provides educational, recreational, spiritual, social and cultural opportunities outside the classroom. We work with student leaders to plan and implement quality programs throughout the year. Queens is a small community, so it is easy to get involved in all aspects of the college experience. Students are encouraged and supported in brainstorming ideas, promoting activities and bringing local and regional entertainers to campus. Last year, our students planned over 150 events!

Section 4

Off-Campus Events

Throughout the year, the Office of Student Activities and Orientation offers many off-campus events to the students at Queens College. The word "activity" or "activities" is used to describe an event, trip or program planned by the Office of Student Activities. The activities include camping weekends, concerts, festivals, sporting events, leadership retreats, hiking trips, theater productions and outdoor activities. This list is not exhaustive and may apply to any event that the office plans for the campus.

The following guidelines apply to all activities:

- Alcohol use 8 hours prior to the event is strictly prohibited.
- Alcohol use during the activity is strictly prohibited.
- Curfews, area restrictions and other guidelines may be setup by the Staff Advisors depending on the specific situation and activity. All participants must adhere to these guidelines.
- Transportation is only for the participants. Transportation may not be provided for students who need rides to the same destination as the planned activity.
- All students participating in the activity must use the transportation provided by the College unless another approved method is used.
- Some of the stores, venues, restaurants and vendors may serve or sell alcoholic beverages. Students are prohibited from purchasing or consuming any alcohol.
- The activities are limited to the students who are registered participants. Students or friends not registered may not join the activity. Registered students may not leave the activity to meet unregistered friends or family.
- Students are expected to follow the activity itinerary and participate in all activities. Adjustments may be made to the itinerary by the staff advisor(s).
- Students are expected to listen to the guidelines set by the staff advisor(s).

Students who do not follow the Queens College guidelines as outlined here and in the Student Handbook may be subject to the following:

- An incident report will be completed by the staff advisor(s).
- If the situation warrants prompt action, the student or students involved in the incident will be taken back to Queens College by a staff advisor immediately.
- If the situation warrants termination of the trip or event, the staff advisor(s) may make this decision.
- The student will be unable to participate in any off-campus events offered through Student Activities for at least one year.
- The Dean of Students and Assistant Dean of Students will be notified of any situations or incidents that disrupt the activity.
- A report will be sent to the Campus Judicial Board for review and processing.

College Traditions

Queens College students are always thinking of new ways to have fun - be on the lookout for blockbuster movies, lectures, coffeehouses, outdoor concerts, comedians and other programs brought to you by Student Activities. But there are some things that you can count on year after year. Take a look at some of our annual traditions and events:

Boar's Head Banquet & Yule Log Ceremony: This medieval tradition includes performances by the Queens College Dance Ensemble and Chamber Singers, as well as a surprise appearance from two of your favorite faculty or staff members dressed in medieval garb. Enjoy a special dinner with friends while being entertained by fellow classmates.

Casino Night: Put on your favorite formal attire and attend our annual casino party with music and dancing. Try your luck at the casino tables and win big!

Chapel: Weekly worship service Thursday from 11:15-11:45 a.m. Worship, open to the Queens community, is a simple service that often features the Gospel Choir, speakers from off-campus and time for sharing joys and concerns.

Discovery Day: Participate in a field day with elementary children from Myers Park Traditional School. Become involved by painting faces, tie-dying shirts, playing basketball, soccer or volleyball or making arts & crafts with them. This is a once a year play day when the "little kids" get to play with the "big kids" next door.

Exam Break Breakfast: Enjoy bacon, eggs, pancakes and more cooked and served by your favorite professors and staff members the night before exams begin. Come out for games, prizes and possibly a guest appearance or two!

Family Weekend: Invite your parents and family to visit the campus and meet faculty, staff and friends.

Homecoming Week: Come out and support the men's and women's basketball teams. Enjoy the after-game party with a DJ or local band.

Martin Luther King, Jr. Events: Sponsored by the Diversity Task Force, the MLK celebration is much more than a day of recognition. It combines education, celebration and service. Students are invited to attend a special chapel service with a guest speaker.

Midnight on Ice: Ice skate at a private party at Eastland Mall for Queens students on the night before Reading Day.

Moravian Love Feast & Tree Lighting Ceremony: Celebrate the beginning of the Holiday Season with a Moravian fellowship service. Light candles and sing carols with the Queens and Charlotte communities.

Queens College Ring Reception: During your junior and senior years, you are invited to purchase an official Queens College ring. Each student who participates receives his or her ring from the President of the college at a reception for the students and their special guests.

Resource Fair: Formerly known as the Activities Day, Volunteer Fair and Resource Fair, this is an information-packed event where students can find out more about on and off campus activities. Student organizations, human services agencies and campus services will display information and sign-up sheets for students. Representatives are on hand to answer questions and talk about the opportunities offered to QC students.

Room in the Inn: From January to March, the Queens community hosts six homeless people one night each week. Cooking dinner, playing games, spending the night or preparing breakfast are among the ways people get involved.

Santa's Tree Trim: Bring an ornament and decorate the Christmas tree in the Trexler College Center. We invite a special population in the community to share in the festivities. Santa always makes an appearance.

Spring Carnival: Play carnival games and listen to bands outside on the Residence Hall Quad.

Section 4

Leadership Programs

Student Activities is dedicated to helping students develop their leadership skills. You are invited to participate in the following Leadership Programs offered at Queens:

Leadership Fellows Program: The Queens College Leadership Fellows Program is a four-phase developmental program that enables students to share the leadership skills that they have learned with others and apply practical experiences. There are two ways to enter the Leadership Fellows Program - freshmen may apply the summer before their first year or freshman faculty may nominate students for the program during the first few weeks of fall semester. The program is designed to help new students develop their leadership style, explore career and personal goals and introduce them to the city of Charlotte and volunteerism.

Queen City Leadership Conference: Emerging and seasoned leaders are invited to explore leadership topics at a local conference. Guest speakers from the city of Charlotte and other colleges and universities present workshops on communication, diversity and management style. This conference is usually held in conjunction with The University of North Carolina at Charlotte, Johnson C. Smith University and Central Piedmont Community College.

Leadership Mountain Retreat: Student leaders are given the opportunity to spend a weekend at Montreat, N.C. in April. Participate and explore issues in leadership and team building with faculty and staff.

Student Government Association

The Student Government Association is the governing body of student clubs and organizations on campus.

> "We, the students of Queens College, in order to create a spirit of Unity within the college community, establish high standards of Integrity and Honor, insure the guardianship of Student Rights, afford students the instruments of Self-Governance, promote a sense of Individual Responsibility, secure Cooperation and Communication between students and administrators, and provide channels for the growth of Leadership and development of Legislation, Justice, and Activities among the students of the College of Arts and Sciences."
>
> *—from the Student Government Association Constitution*

Each student enrolled in the College of Arts and Sciences is a member of the Student Government Association and pays dues in the form of an activities fee, which is part of tuition. Under the umbrella of Student Government Association are the following:

Senate: The Senate is comprised of elected officers and handles the legislative concerns and interests of the student body.

Honor Council: The Honor Council is responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge. For more information regarding this process, please refer to the Student Judicial Process & Student Rights section of this handbook.

Campus Judicial Board: CJB is responsible for investigating and acting on any alleged violations of the Honor Code's community pledge. For more information regarding this process, please refer to the Student Judicial Process & Student Rights section of this handbook.

College Union Board: CUB is responsible for enhancing the Queens community through planning cultural, social, religious and recreational events. The following is a list of the CUB committees: Executive, Rising Artist, Coffeehouse, Cultural Events, Film, Publicity, Recreation, Religious Life, Social Activities and Special Events.

Student Organizations

Student organizations are a great way for you to get involved. As a member or officer you will develop leadership skills, meet new people and have lots of fun! Each organization is advised by a member of the Queens College administration, staff or faculty.

Student leaders and organizations are recognized at the Student Organization Honors Program in April.

Below is a list and brief description of the current organizations at Queens. You will also have an opportunity to find out more about these organizations at the Resource Fair during the beginning of each semester.

Alpha Psi Omega: The largest dramatic honor society in the country began a chapter at Queens in 1994. Membership is based on points accrued by working in either the performing or technical aspects of theater.

Beta Beta Beta: Tri Beta promotes interest in the biological sciences and keeps students aware of new developments in the field. Members bring guest speakers to campus and plan blood drives and plant sales.

Campus Crusade for Christ: CCC exists to provide regular opportunities to study and discuss the Bible, worship and pray in a group setting. The goal is to provide opportunities for fellowship, encouragement and spiritual development among members. Membership is open to all who wish to join.

Campus Environmental Outreach Programs: CEOPs was started by a group of concerned freshmen in 1997. CEOP's environmental objective is to build a better, more aware and efficient campus.

Campus Judicial Board: CJB representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's community pledge.

College Union Board: CUB is the premier programming organization for QC students. CUB brings live bands to campus, hosts Wednesday movie nights at local theaters and organizes Casino Night - the fall formal that even brings back QC alums for a night of fun! CUB is also responsible for planning the educational, recreational, spiritual, social and cultural activities on campus.

CUB is made up of nine committees, and membership is open to all students. Meetings are held Tuesdays at 11:00 a.m.

Section 4

Fellowship of Christian Athletes: The mission of FCA is "to present to athletes, coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church."

Future Educators of America: FEA provides a forum for future educators to exchange current technologies and philosophies of the US. FEA also promotes creative ideas, lessons and workshops that are useful for educators and supports those pursuing the field of education.

Honor Council: Honor Council representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge.

International Club: This club introduces foreign culture to Queens students and serves as an information source for current international students. Students plan International Week and attend an annual International Beach Retreat.

Janusian Order: This is an honorary organization established at Queens in 1937. Students are selected from the sophomore class based on leadership, citizenship and scholarship exhibited during the freshman year.

Mortar Board: Mortar Board is a national honor society that recognizes seniors who have demonstrated outstanding scholarship and have made significant contributions as leaders.

Music Therapy Club: This organization provides music therapy majors with community contacts and professional information and experiences. Members attend an annual conference.

Phi Alpha Theta: This international honor society recognizes excellence in the study of history and encourages research and the exchange of learning among historians. Members sponsor special lecturers and panelists throughout the year.

Psychology Club: The Psychology Club includes students with a psychology major/minor and those who have an interest in human behavior or mental processes. The club discusses current topics in psychology and brings in guest speakers who specialize in areas of interest to the group. Major psychological speakers from around the community and other organizations often come to speak.

Queens Chronicle: *The Chronicle* is the campus newspaper of Queens College. The student staff of *The Chronicle* designs and coordinates the production and distribution of the campus newspaper. The paper features editorials, entertainment and news.

Queens College Admissions Ambassadors: Ambassadors work closely with the Admissions staff to help prospective students learn about Queens. Members host Open Houses for prospective students.

Queens College Association of Nursing Students: QCANS is committed to the development of professional nursing students. Members promote and encourage collaboration with state and national associations.

Queens College Democrats: The College Democrats promote the principles of the Democratic Party, recruit students to become members and aid in the election of Democratic candidates at all levels of government.

Queens College Republicans: The College Republicans promote the principles of the Republican Party, recruit students to become members and aid in the election of Republican candidates at all levels of government.

Section 4

Queens College Gospel Choir: The Gospel Choir is a group of students who love to sing for the Lord. The Choir uses its singing to worship God and reach out to others who don't know Him.

Queens Friends of Lesbians & Gays: Q-FLAG strives to educate the Queens and Charlotte community about Gay and Lesbian issues. The club offers support to students. Members plan educational panels and Gay/Lesbian Awareness Week.

Residence Hall Association: RHA is an organization that is dedicated to serving its residents as student advocates. Its mission is to create an interactive and supportive community. As student advocates, members of RHA seek changes on behalf of residents through on-going communication and effective use of resources. RHA arranges campus-wide programs and advocates a safe and secure campus.

The QC RHA is affiliated with the North Carolina Association of Residence Halls, South Atlantic Association of College & University Residence Halls, and the National Association of College & University Residence Halls. The QC RHA won a "WOW" award at the 2000 NCARH Conference.

Senate: Senate representatives are elected each year by the student body and are responsible for handling legislative concerns and interests of the student body.

Signet Literary Magazine: Members develop, design, promote and distribute this campus literary magazine. *Signet* is published each spring.

Students for Black Awareness: SBA members promote the African American heritage in the Queens community through guest speakers, community service projects, dances and other special events.

Registering a New Organization

If you are interested in starting a club that does not exist at Queens, you are encouraged to do so. Organizations emerge when individuals with a common interest or skill seek to go beyond and develop a greater understanding of their skill or interest. If you or a group of students are interested in forming a new organization, here are a few steps to get you started:

1. Meet with the Assistant Dean of Student Development to discuss your ideas. At this meeting, you will be asked to following questions:
   - What is the purpose of this organization?
   - Do you know of any other clubs or office on campus that meet this need/purpose already?
   - Where did the idea for this organization come from?
   - What other students are interested in this organization?
   - Have you held an interest meeting?
   - Do you have a faculty/staff advisor in mind?
   - Is there a national organization with which you will want to affiliate?
   - Do you know what kinds of programs or events you will offer to the Queens community?
   - How much of a budget will this organization need to get started?
   - How will the organization be structured?

2. Once these questions have been answered, the interested group of students will write a constitution and bylaws for the organization, which outline the basic purpose of the organization and set parameters that govern the action and activities of the organization. An outline and sample constitution and bylaws is available through the Office of Student Activities. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

Section 4

3. Complete a Student Organization Registration form and submit it to the Office of Student Activities & Orientation with the constitution and bylaws. A committee through Student Development will review the request.

4. Once the organization has been approved, attend a Senate meeting to introduce the new club to campus. At this time, a budget may be proposed to Senate for review. Be sure to provide the Office of Student Activities and Orientation and Senate with a copy of the constitution and bylaws.

For more information, contact the Assistant Dean of Student Development at 704.337.2281.

Greek Life

The following organizations make up the Queens College Greek System:

Alpha Delta Pi
Chi Omega
Kappa Delta
Phi Mu
Pi Kappa Phi Fraternity
Inter-Greek Council
Panhellenic Council.

Queens College has an active Greek system with four National Panhellenic Conference sororities and one national fraternity. The Greek organizations plan a number of activities through the year, such as spring formals, Greek Games, retreats and mixers. In addition, each Greek organization participates in community service and fundraising projects to benefit philanthropies like the Ronald McDonald House, PUSH America, Shamrock Foundation, Children's Miracle Network, the American Red Cross, MS Walk, Metrolina Aids Project, and the Make-A-Wish Foundation.

Formal recruitment and rush are held early in the fall semester, and information about Greek activities will be made available to you at that time.

Section 4

Regulations Governing Student Organizations

Recognition

Any group of students may apply for recognition as a student organization by submitting the following to the Office of Student Activities:

- a copy of the organization's constitution and by-laws.
- a list of the charter members and the names of the intended officers, including the faculty or staff advisor of the organization.
- a Registration Form. (Forms available in the Office of Student Activities) Recognition is obtained from Student Development.

Privileges of Student Organizations

All registered and recognized student organizations that are not under a disciplinary prohibition enjoy certain rights and privileges. These include the following:

- The use of the College's name in association with the name of the organization.
- The use of College facilities in accordance with established policies.
- Solicitation of membership on campus under the organization's name in accordance with established policies.
- Solicitation of funds on campus under the organization's name, subject to the approval of the organization's advisor and the Dean of Students.
- Listing of the organization in official publications.
- Use of College bulletin boards.
- Ability to petition the Student Government organization for an allocation of funds to be used for activities.
- Use of a mail box and mail services on campus.
- The right to promote the goals, purposes, identity, programs and activities of the organization on and off campus. Active promotion includes the wearing of clothing or accessories with the name, symbols or logo of the organization, distribution of written publicity or display of signs advertising an event.

Responsibilities

It should be understood that each chartered organization is subject to the rules and regulations of Queens College and to the review and decisions of the College. An organization found in violation of any of the provisions of its constitution or by-laws or regulations/policies of the College may be disciplined and/or subject to revocation of its charter. The charter of any organization may be revoked by an administrative hearing. Revocation of a College charter may result in the loss of all rights and privileges.

Among the responsibilities an organization accepts upon recognition are:

- Annual registration with the Office of Student Activities, and immediate notification to that office of any change in officers within two weeks of the start of classes.
- Abstention from any discriminatory practices in membership selection and organizational programming.
- Adherence to the procedures and regulations affecting student organizations specified in this handbook.
- Registration with the Office of Student Activities of all events held on or off campus.
- Education of all members of the organization of the individual responsibility to represent well the organization and College through appropriate activities and behavior.
- Take organizational action against an individual member when that individual fails to adhere to the standards of the organization or the College. The organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the organization's life and draw attention to the organization
- Provisions for adequate security when appropriate for a campus event.
- Promotion of the goals and purposes of the College.

Trexler College Center

Housing various student services, including the Student Store, Mail Distribution Center, Young Dining Room and the Student Activities Advisors' Office, Trexler College Center is one on the most comprehensive student areas on campus. Through weekly social, educational and recreational programs at Trexler, students are encouraged to experience on-campus life outside of the classroom. Whether it's hanging out with a group of friends, playing foosball, signing up for Outdoor Adventure or Connection Charlotte activities, enjoying a snack at Café Rex or simply watching a weekly sitcom on the big screen, you can always find something to do in Trexler!

Volunteer! Office

The Volunteer! Office serves as a valuable resource to all members of the campus community. From working with the elderly, tutoring or assisting in hunger and homelessness relief projects to offering service to animal and environmental programs, volunteering provides enriching insight into diversity, cultural and economic differences, responsibility and friendship; It is a great way to make a difference. For more information, contact Holly Kirksey at 704.337.2255.

Intramural Program

Created to further promote physical and emotional wellness, as well as campus community, the Intramural Program at Queens serves as one of the College's most recent extracurricular endeavors. Basketball, flag football, tennis, soccer and softball are just a few of the opportunities provided. The Intramural Program is a great way to foster friendships and create life-long patterns for healthy living. For more information, contact Connie Strength at 704.337.2263.

Connection Charlotte

"Connection Charlotte" is a program specifically dedicated to introducing students to the city of Charlotte. Steeped with rich traditions, an exciting devotion to the arts, various professional sports teams and several renowned museums, Charlotte is a "Hornet's Nest" of activity just waiting to be explored! Through "Connection Charlotte," Queens students have the opportunity to discover Broadway plays, area festivals, music concerts, guest lecturers, sports activities, museum exhibits and countless other regional attractions at a discounted rate. For more information, contact Holly Kirksey 704.337.2255.

Outdoor Adventure

Spend your weekends white-water rafting, camping, rock climbing, canoeing, biking, horseback riding or enjoying various other recreational pastimes. Skydiving is the most recent addition to this exciting program. Nature is just waiting to be explored. For more information, contact Connie Strength at extension 2263.

Common Grounds Coffeehouse

Queens College Common Grounds is a student-run coffeehouse serving quality specialty drinks at a low cost. Try the special of the week, meet new friends, attend a poetry reading or come out for an open mic night.

Queens College
COMMON GROUNDS
coffeehouse

Fitness Center

QC Fitness Center

Come work out in the spacious new QC Fitness Center, located on the lower level of South Hall. This 8,000-square-foot facility has something for everyone -- free weights, "nautilus" equipment, cardio machines and elliptical trainers, and a 2,500- square-foot aerobics room. Come take a class in kickboxing, yoga or high/low impact aerobics. This great new facility gives you a chance to work out your body as well as your mind here at Queens College. For more information, contact Christie Clarke at 704.337.2390.

Residence Life

Welcome Letter

Section 1: About Residence Life

Section 2: The Basics

Section 3: The Halls

Section 4: Community Living

Section 5: RL Policies & Procedures

Section 6: RL Services

Dear Resident Students,

On behalf of the Queens College Residence Life Staff, I would like to extend a warm welcome to you as a member of our residence community! Living on campus offers many unique opportunities, and we encourage you to take full advantage of this experience.

At Queens College, we believe that a true collegiate experience involves more than attending classes and earning a diploma. On our campus, we call our buildings residence halls, not dorms, because dorms are places where students only sleep and study. We consider our residence halls communities where learning and development occur through participation in RHA, programming and the efforts of the Residence Life Staff. Your residential experience will include interacting with students from a variety of backgrounds, participating in programs and activities and learning about yourself as an individual and as a community member. The Residence Life Staff understands the importance of assisting students with their entire development and plans activities designed to meet our students' needs.

The information you will find here, and on our Website has been developed to assist you in making your residential experience a positive one. The Residence Life Staff will be happy to answer any questions you may have.

Once again, WELCOME! We wish you a successful, happy and productive year!

Dan Calhoun
Area Coordinator, Hayes & South Halls

Section 1: About Residence Life

Mission Statement

We strive to empower each resident to achieve his or her potential.

We promote a safe, caring and supportive living environment conducive to learning.

Our program supports the Queens College mission by fostering community, integrating educational resources and encouraging holistic growth as global citizens.

Section 1

Residence Life

During your college years, the residence hall is your home away from home. Living in a "residence hall" can be one of the most special experiences you will have at Queens. There will be no other time in your life when you have the opportunity to live and learn with so many of your peers. Because of this, the residence hall environment is a dynamic part of your educational experience.

Students are encouraged to become active and contributing members of their residence hall communities. By taking part in community meetings, joining intramural teams, attending programs and activities and helping to create an environment in which it is comfortable to live and learn, you will get the most out of your residential experience.

Requirements for Living in the Residence Halls

Students living in the residence halls must carry a minimum of twelve semester hours and be considered a full-time student. Exceptions are typically granted if the student has a documented medical reason(s) for a lighter academic load or if the student needs less than twelve hours to meet graduation requirements.

One of the major purposes of the Office of Student Development is to aid students in making their time at Queens College valuable and relevant. As a result, it is the College's policy that all freshmen live on campus, unless they are local residents living with a parent or guardian. Campus housing is made available to provide a common learning experience to as many students as possible. All requests for waiver of this policy must be made in writing to the Dean of Students or the Director of Residence Life.

Occupancy of a residence hall room is considered usage of College facilities. This usage does not give the same latitude as does a lessee-lessor rental agreement.

Residence Life Staff

The Residence Life Staff is available to provide peer counseling, resource referrals, information and programming for resident students. They have all been trained to deal with emergencies, to protect individual and institutional rights through the enforcement of College policies and to assume the administrative responsibilities of the residence halls. The staff's goal is to develop living environments that promote interpersonal relationships, individual growth and learning and a strong sense of community responsibility and identity. The residence life staff includes:

DIRECTOR OF RESIDENCE LIFE		
Lauren Smith	704.337.2464	Jernigan 210
AREA COORDINATOR FOR HAYES & SOUTH HALLS		
Dan Calhoun	704.337.2455	100 South Hall & Jernigan 205
RESIDENCE COORDINATOR FOR ALBRIGHT HALL		
Melanie Gaunt	704.337.2293	Jernigan 204
RESIDENCE COORDINATOR FOR WALLACE HALL		
Jennifer Linderman	704.337.2293	Jernigan 204

Resident Assistants are assigned to each hall.

Section 1

RESIDENCE HALL ASSOCIATION (RHA) MISSION & PURPOSE

Mission Statement

The Residence Hall Association at Queens College is dedicated to serving our residents as student advocates and creating an interactive and supportive community. As student advocates, we will effect change on behalf of residents through ongoing communication and effective use of resources. We will create an interactive and supportive community by sponsoring activities and events to facilitate student connections.

History of RHA at Queens College

RHA was founded at Queens College in fall 1998. The goal was to establish an organization to represent and involve resident students living on Queens College's campus. RHA is the only organization at Queens College that is solely for resident students.

Why are we here?

RHA's main purposes are to serve as a voice for all students living in the residence halls and to act as a liaison between resident students and members of the administration. RHA has given input on important issues such as laundry facilities, prioritizing maintenance issues, campus/resident spirit and more.

RHA's secondary purpose is community development. This is achieved through programming and student involvement.

The ultimate goal of the Queens College Residence Hall Association is to create a partnership with the Residence Hall Staff and residents to improve, celebrate and enjoy community in the halls – to make the residential experience the best it can be.

Organization Structure

The Queens College RHA is an umbrella organization representing all residents living on campus. At this time, there are no individual hall governments. The Area/Residence Coordinators and Resident Assistants nominate representatives from each building. They choose individuals who show interest in and commitment to the community and have a desire to make a positive impact. Officers are elected from these hall representatives.

Dues Policy & Benefits

Currently, RHA's only source of funding is dues. Dues are $5 per resident student for the year and are paid during check-in. This policy was created to share expenses among those who benefit. The benefits of collecting dues are threefold. First, it allows RHA to inform the residents of their purpose and goals. Secondly, it provides an opportunity to recruit new members into the organization. Finally, the dues help pay for the services that RHA provides.

Functions of RHA

Resident Advocacy

RHA represents the residents of Queens College to the Office of Residence Life in two ways. The Office of Residence Life will ask for feedback from RHA (for example: the South Hall renovation process), or RHA will bring issues of concern to the administration (lighting, safety and phone problems). Queens College always welcomes feedback from RHA.

Programming

The RHA Programming Committee coordinates programming with help from the RHA body. Programming serves to bring residents together to do something fun and positive. The Student Organization Handbook describes, in more detail, the campus logistics regarding programming (1. Reserve the location, 2. Contract the entertainment, 3. Forms, etc.).

Services

At present, RHA does not offer any concrete services to the residents. Goals for the future include equipment check-out for residents.

Affiliation

The Queens College Residence Hall Association is currently affiliated with organizations at the state, regional and national level. Affiliation with other organizations serves multiple purposes. First, it helps students realize they're not alone in their efforts. Secondly, it provides access to resources to further strengthen RHA. For instance, many other schools face the same challenges and are more than willing to share their ideas and experiences. Other organizations also host a number of conferences. These are a great way to network with other schools and reenergize members of RHA.

If you would like more information about RHA, please see your Resident Assistant or Area/ Residence Coordinator.

Section 2

Section 2: the Basics

Housing Agreement

Resident students are required to sign a Housing Agreement when they select or are assigned a room. Failure to comply with the policies and procedures of residence hall living can result in the revocation of housing privileges and/or disciplinary action. All students are given a copy of the Housing Agreement upon signing the agreement. An additional copy is available through the Office of Residence Life or on the web at http://www.queens.edu/student_life/H_contract.htm. If you have questions about the housing agreement, contact the Office of Residence Life at extension 2464.

Residence Hall Opening/Closing Dates for 2001-2002

FALL SEMESTER OPENING

New students: 8:30 a.m., Friday, August 24
Returning students: 9 a.m., Sunday, August 26

THANKSGIVING BREAK: RESIDENCE HALLS ARE CLOSED!

Halls close: 10 a.m., Saturday, November 17
Halls re-open: Noon, Sunday, November 25

FALL SEMESTER CLOSING/HOLIDAY BREAK:

All students must leave 24 hours after their last exam, but no later than noon on Thursday, December 20.

Residence halls are closed during the holiday break.

SPRING SEMESTER OPENING

5 p.m., Saturday, January 5

SPRING BREAK

Residence halls are open

Students wishing to stay on campus during the break must register AT LEAST--48 HOURS IN ADVANCE with the Office of Residence Life.

SPRING SEMESTER CLOSING:

All students not directly involved in graduation exercises must check out 24 hours after their last exam, but no later than noon on Wednesday, May 1.

Graduating seniors must check out by 5 p.m. on Saturday, May 4.

Occupancy Over Breaks/Holidays

The residence halls are open during some of the designated breaks (i.e., Fall Break and Spring Break). Any student who wishes to stay during these periods must notify his/her Area/Residence Coordinator (AC/RC) in writing at least 48 hours prior to the beginning of the break. This is not a permission request, rather an informational requirement to allow hall staff to know who is in residence.

Residence Halls are closed during the week of Thanksgiving (November 17 - 25, 2001) and the holiday break following the Fall semester (December 20, 2001 - January 5, 2002). All students are

required to make alternate housing arrangements during these breaks. The College does not assume any financial responsibility or supervisory responsibility for out-of-state or international students during break periods. The Office of Residence Life will assist students in making alternative housing arrangements if requested. A limited number of beds may be available in on-campus housing. Students wishing to stay on campus when the residence halls are closed must make their request in writing at least five days prior to the start of the break for which they are requesting housing. Please go to the Break Housing Section of the Website to print out the Break Housing Request Form. Requests not received at least five days prior to the start of a break will not be honored.

Students who enter or remain in residence halls when the buildings are officially closed without written permission from the Director of Residence Life will be fined $200.00 and face dismissal from housing for the remainder of the academic year.

Each student (with the exception of graduating seniors during the Spring term) must vacate the residence halls within 24 hours after his/her final semester-end exam. Because of travel arrangements, some students may request an additional day of residence. These requests must be made in writing one week prior to the closing of school. Permission will be granted by the Director of Residence Life.

Before leaving for a break, residents should unplug all electrical items (except fish tanks) in their residence hall rooms, remove all trash from the room, close and lock windows, close window blinds, turn off all lights and shut and lock room doors. Microfridge units must be unplugged, defrosted and cleaned at the holiday break in December and at the end of the spring semester.

Graduating seniors must vacate residence halls by 5 p.m. the day of graduation.

Check-In & Check-Out Procedures

Checking in...

All resident students are required to be checked into their rooms by a Residence Life Staff member. Rooms are to be occupied only by the person(s) properly assigned by the Office of Residence Life.

The check-in procedure involves completing a Room Condition Report (RCR) and being issued a room key, building access card and a laundry card.

Students must be in good standing with the Business Office to be eligible to check in to a residence hall. For more information, contact the Business Office at 704.337.2222.

Checking out...

It is the responsibility of every student to remove all his/her personal property from the residence hall room by the close of school in spring term or upon moving off campus. It is also his/her responsibility to follow all checkout procedures. The College reserves the right to remove and dispose of all personal property left after the announced closing date. A $100 fine and daily charge will be imposed upon any student not vacating his/her room by the designated time. Each resident must vacate the residence halls within 24 hours of his/her last exam. Graduating seniors must

Section 2

vacate the residence halls by 5:00 p.m. the day of graduation. Students may contact the Director of Residence Life to discuss extenuating circumstances.

Students checking out of a residence hall during or at the end of a semester must do so with an Area Coordinator, Residence Coordinator (RC) or a Resident Assistant (RA). At that time a staff member will determine the condition of the room, assess any damage or cleaning fees and make any other needed arrangements for the student's withdrawal from the hall. Damage fees are reported to the Business Office. All rooms must be cleaned before checkout. A student will be fined a minimum of $25.00 if he/she does not follow proper checkout procedures.

Students failing to follow proper checkout procedures waive their right to appeal room damage charges. Students wishing to appeal room damage charges must do so in writing to the Director of Residence Life within 30 days of receiving the first bill for damages.

A STUDENT WISHING TO MOVE OFF CAMPUS DURING THE ACADEMIC YEAR MUST:

1. Write a letter to the Housing Contract Appeals Committee explaining the reason(s) he/she wishes to move off campus and requesting to be released from the housing contract;
2. Make and keep a check-out appointment with a Residence Life Staff member;
3. Remove all possessions from the room and clean the room thoroughly before checking out with a staff member;
4. Be present when the room is inspected for damages;
5. Sign the Room Condition Report;
6. Return the room key, residence hall access card and laundry card to the Residence Life Staff member.

Room Changes

Students who are changing rooms must check in properly to their new room by contacting a Resident Assistant. (Refer to the check-in and check-out procedures in this section.) Room assignment changes are permitted only upon written authorization by the Residence/Area Coordinator of your building. If you complete an unauthorized room change, you will be required to return to your originally assigned room and will be assessed $25.00 for an unauthorized room change. No room changes will be permitted during the first or last month of any semester.

A STUDENT WISHING TO CHANGE ROOMS DURING THE YEAR MUST:

1. Complete a room change request form with your Area or Residence Coordinator prior to moving;
2. Obtain written permission from the Office of Residence Life;
3. Present written permission to your current Resident Assistant when making a check-out appointment;
4. Remove all possessions from your room and clean the room thoroughly before checking out with your RA;
5. Be present when your room is inspected for damages;
6. Sign your Room Condition Report;
7. Return your room key and residence hall access card (if moving to a different hall) to your RA;
8. Present your permission to check in to the new room to the new Resident Assistant (if applicable);
9. Sign your new Room Condition Report and receive your new room key and access card (if applicable.)

Damage Deposit & Assessment

Queens College requires that every resident student post a housing deposit of $200.00. This deposit is held in escrow to cover any costs charged for damage to the student's room or public areas inside or outside of the residence hall. Students who are billed for damages will have that amount deducted from their deposit. They will be required to immediately reimburse the deposit to the $200.00 level in order to remain a residential student in the following term. Students who have cleaning fees or damage to rooms at the end of semesters will also have these fees charged against the deposit. Damages in excess of $200.00 must be paid immediately.

The housing deposit remains with the Business Office of the College throughout the student's career at Queens. It is refunded only when the student permanently leaves the residence halls and the Office of Residence Life certifies that there are no damages to the room or college property for which the student is responsible.

The College will not absorb the costs of damage and vandalism that occur through student negligence or willful recklessness. Therefore each student is responsible for his or her actions and the actions of his or her guests. Damage to rooms will be charged to the occupant unless another person has been proven responsible. Students are also held liable for public areas of the building in which they live. Damages to the halls, lobbies, bathrooms and other public areas are charged to the individual(s) responsible. In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building. Malicious damages will also result in charges being filed with CJB.

The Office of Campus Services has developed a list of common residence hall repairs and their costs. Damages not included on the list are billed at the estimated cost to the College for such repairs. Costs include labor and materials. If you have questions about repairs or estimated costs you may contact the Office of Residence Life at extension 2464.

Section 2

Keys & Access Cards

The residence halls are locked 24 hours a day for student protection. Entry is gained through the use of a personal access card that is assigned to each student. The access card will only open the residence hall to which you are assigned. Propping open or misusing any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to Campus Police, located in the Jernigan Building. There is a $10.00 fee for access card replacement. Access cards are nontransferable. It is a violation of College policy to lend your access card to anyone. Persons found using access cards other than their own will be charged with an Honor Code violation. Billing for lost cards is based on access card identification number.

When you check into your room, you will receive a room key and an access card. For your own security, be sure to lock your door whenever you leave your room and carry your key at all times. Your room key is for your own personal use only. Lending and duplication of keys are prohibited.

Report any lost key or access card to the Office of Residence Life and Campus Police immediately. If you lose your room key, your lock will be changed, and you will be responsible for the $65.00 lock change/key replacement fee. The lock change is necessary to protect you, your roommate, your belongings and future residents. Whenever a lock is changed, Campus Services will leave a notice on your door. You may pick up your new room key from your Area or Residence Coordinator. If you are locked out of your room, first try to contact the Resident Assistant on your floor for assistance. If your RA is unavailable, seek help from another RA. To avoid abuse of the lock-out policy, the 3rd and each successive lock out will result in a $10.00 fine. Money collected from lock-out fines will be deposited into the Residence Hall Association account to provide programming in the residence halls.

Failure to return your assigned room key upon checking out of your room will result in a lock change, which carries a charge of $65.00.

Hall Access

Residence hall building doors will be locked 24 hours a day. This action is an important crime prevention effort. Locked doors decrease larcenies, burglaries and other undesirable activities. We ask for your support in this important effort. REMEMBER TO CARRY YOUR KEY AND ACCESS CARD!

If you discover that an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for someone else. Residents of the hall can open the door with their access card, and legitimate guests should be escorted into the building by their host. Courtesy phones are located on the exterior of most halls so that your guests can easily contact you and arrange for access and an escort when they come to visit.

Hall Staff will discuss other safety strategies with you. We encourage all students to become actively involved in Community Watch and other crime prevention programs.

Follow these tips to help keep you, your room, and your belongings safe:

- Remember to lock your door.
- Never prop open an outside door.
- Avoid letting unknown guests into the building
- Report missing keys immediately to your RC/AC.
- Leave immediately when a fire alarm sounds.
- Don't tamper with fire/safety equipment.
- Avoid placing things in the path of any room/hall exit.
- Report any suspicious persons or behavior to the hall staff or Campus Police (ext. 2306/2911) immediately.

Safety on Campus

The Campus Police Department's administrative offices are located in the Stultz Building. Parking concerns, identification cards, parking deck access cards, residence hall access cards and "lock outs" are handled by these friendly folks. The Campus Police officers are North Carolina certified police officers and are a great asset to the Queens community. The following items are suggestions for keeping yourself and your belongings safe during your time at Queens College:

- Keep your doors locked. This is especially important when you are asleep, in the shower or even going down the hall for "a couple of minutes."
- Never prop open an outside door. Outside doors are locked for a reason. By propping the door open, you allow people who may not belong in the hall access to your room as well as everyone else's in the hall.
- Avoid letting other people into the building. Opening the main door for someone that is unfamiliar to you may be allowing an unwanted guest into the building.
- Don't keep your I.D. with your keys. While it may be handy, it is not always safe. If lost, your keys and I.D. will give whoever has found them a way to discover to which room the keys belong.
- Report missing keys to your AC/RC immediately. By reporting any lost keys to your AC/RC, you are helping to prevent the theft of your belongings as well as your roommate's (and suitemate's) belongings. While the cost is $65.00 for a lost key, Campus Services will replace your lock and key in a timely manner so as to ensure the safety of your property.
- Leave immediately when a fire alarm sounds. While false alarms do sometimes occur, don't assume that all alarms are false. This places you in a dangerous position and could cost you your life.
- Don't tamper with fire equipment. Tampering with smoke detectors, fire extinguishers, or fire alarm pull stations puts everyone in the hall in great danger. Those discovered tampering with this equipment will face serious consequences from the College and the fire department.
- Avoid placing things in the path of any room exits. It is a good idea to avoid placing objects in front of windows or doors that could serve as your only way out in case of a fire or other emergency.
- Report any suspicious persons or behavior to the hall staff or Campus Police (ext. 2306/2911) immediately.

Section 2

Policies

In order to minimize the risk associated with fire in a community living environment, students demonstrating any of the following behaviors will be subject to disciplinary actions:

- Falsely reporting fire or any other emergency (including bomb threats), falsely reporting a serious injury and pulling a fire alarm when no fire is evident.
- Setting a fire.
- Possession or use of flammable or highly combustible materials.
- Tampering with or misusing (either accidental or intentional) fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm system or smoke detectors. DO NOT HANDLE SMOKE DETECTORS. If you perceive a problem, contact an RA or AC/RC immediately.
- Possession, use or manufacture of fireworks or explosives.
- Use of an unauthorized appliance(s).
- Burning of an open flame (sterno, candles, incense and lanterns).
- Failure to leave building when hearing a fire alarm or when being so directed by a College staff member.

Extinguishers and Pull Stations

Fire extinguishers and fire alarm pull stations are located on each floor. Be sure that you know their location in case fire occurs. For your own safety, do not tamper with them, as this could jeopardize their availability and operation in the event of a fire. Report anyone who engages in such activity to your RA or Campus Police.

Drills

To help you become familiar with fire procedures, drills will be held in each residence hall during the semester. Be sure to leave the building whenever the alarm sounds. Do not assume that it is a drill. Your RA will review evacuation procedures during your floor meetings. If you have questions or concerns, please address them to your RA.

Failure to leave a building during a fire drill is a serious violation of the Honor Code and a crime in the city of Charlotte. If you are found in a building during an alarm you will be fined $50.00 and reported to CJB. If the Charlotte Fire Department issues the ticket, it can be as high as $500.00. A simple visitation violation is not as serious – LEAVE THE BUILDING!

Fire Protection Equipment

The College has installed fire alarm systems in each residence hall for your protection. Likewise, each semester the Campus Police Department conducts fire drills for each residence hall to help ensure fire readiness. Fire extinguishers are located throughout the residence hall and smoke detectors are located in each living area (including individual rooms). It is a serious violation of College policy and state law to tamper with any fire protection equipment. Students found in violation of this policy by Campus Judicial Board, face a minimum of a $100.00 fine and judicial action.

Other Safety-related Policies

Due to the potential danger to lives and property, and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping or ejecting any object from a window, balcony, stairwell or roof. You will be held responsible for any such object originating from your assigned room.
- Unauthorized entry into any restricted, locked or closed residence hall space, basement or roof top, or entry into a hall when the residence hall is closed for scheduled College breaks.
- Unauthorized duplicating, lending or borrowing of room keys or access card.
- Failure to provide proper identification when requested to do so by College officials acting in the performance of their duties.
- Interfering or tampering with residence hall security systems.
- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls.
- Engaging in sports (e.g. golf, basketball, soccer, hockey, etc.) within the residence hall.

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks and/or removing screens from windows.

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing from windows is also prohibited. Screens must remain in the window at all times. Missing screens will result in a charge of $25.00 per screen replacement.

Section 2

Residence Hall Rooms

All furniture in the room will be accounted for on a Room Condition Report (RCR). You are not allowed to remove any furniture from the room. Furniture may not be stored in the basement or in the hallways of any building.

Damage to walls, floors, furniture, etc., will be noted on a Room Condition Report. The Residence Life Staff will make a final check for damage at the end of the year and report them to Campus Services staff. If there are damages, they will be posted against your housing deposit. Except for small nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper or adhesives. Waterbeds are not permitted.

Daily room care and cleaning are your responsibility. Rooms should be kept in an orderly condition at all times. If you leave a dirty room at the end of the year or when withdrawing from school, you will be

NOTE: Damages to a room or its furnishings are the responsibility of the students assigned to the room. Unless another person takes responsibility (which must be noted in writing) the resident(s) will hold sole responsibility. If damages occur in your room and are caused by someone other than yourself or your roommate, a written incident report must be filed with your Area/Residence Coordinator (AC/RC) within 24 hours of the incident. If a written report is not filed within this time, you and your roommate hold responsibility for the charges.

ROOM WINDOWS / SCREENS: Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may tend to damage the window or screen. In order to protect individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of or hung from any residence hall window.

Heating & Air Conditioning

Some residence halls are heated by a radiator system. In these halls, air conditioning is provided by window units in each residence hall room. Other halls have a central heating and air conditioning system. Should you experience problems with the heating or air conditioning units in your room, contact your RA or call Campus Services at 704.337.2201.

Electrical Appliances

For fire safety reasons, cooking is only permitted with a microwave oven. The following appliances are also allowed in a residence hall room: coffee/hot pots, hot-air popcorn poppers, electric curlers, hair dryers, stereos, computers, televisions, video cassette recorders, digital video disc players and fans. Microfridges (microwave/refrigerator combinations) are provided in all rooms.

The following appliances are NOT approved for use in the residence hall rooms: electric ovens, hot plates, toasters, toaster ovens, sandwich makers, indoor grills, sunlamps, irons, ceiling fans and halogen lamps. These items are not allowed for reasons of electrical capacity of the buildings and/or potential fire hazards.

Regular extension cords are not permitted. You are only permitted to use "UL" approved power strips with surge protection. Fire and surge damage may occur in stereos, computers, televisions and other appliances if they are not protected by these devices. The College is not responsible or liable for any such damage.

What to Bring to Campus

The Essentials:

- Linens for a standard twin mattress
- Mattress pad
- Pillow
- Blanket
- Bedspread
- Study pillow
- Towels
- Basket or bucket to carry toiletries to bathroom
- Washcloths
- Shower Shoes
- Clothes hangers
- Drying rack
- Power strips with surge protectors
- Trashcan
- Small coffeepot or hot pot
- Can opener
- Cups and mugs
- Dictionary
- Postage stamps
- Toiletries (soap, shampoo, deodorant, etc.)
- Alarm clock
- Sewing kit
- Lap desk
- Umbrella
- Hairdryer
- Personal computer

Items to Discuss with your Roommate:

- Curtains (some rooms have traverse rods)
- Electric fan (your room will be air conditioned)
- Stereo/radio
- Lamp(s)
- Telephone
- Television and cable cord
- Rug
- Iron

Things You Should NOT Bring:

- Refrigerator (there is a Microfridge in each room)
- Microwave (there is a Microfridge in each room)
- Large appliances
- Hotplates
- Sun lamp
- Halogen lamp
- Answering machine (you will have voice mail)
- Appliances with exposed heating coils
- Toasters
- Toaster ovens
- Candles
- Pets other than fish
- Extra furniture
- Expensive jewelry
- Extension cords

DON'T BRING ANYTHING TO QUEENS THAT YOU DON'T USE VERY MUCH AT HOME!

Section 2

Residence Hall Amenities

	ALBRIGHT	BARNHARDT	BELK	HAYES	SOUTH	WALLACE
Micro-fridge	✓	–	✓	✓	✓	✓
Net Access (modem)	✓	✓	–	–	–	✓
Ethernet Access	–	–	✓	✓	✓	–
Cable Service	✓	✓	✓	✓	✓	✓
Air Conditioning	✓	✓	✓	✓	✓	✓
Computer Lounge	✓	–	✓	✓	✓	✓
Laundry Room	✓	✓	✓	✓	✓	✓
Community bathroom	✓	✓	✓	–	–	✓
Suite bathroom	–	–	–	✓	✓	–
Vending machines	✓	✓	✓	✓	✓	✓
Ice machine	✓	✓	✓	✓	✓	✓

Residence Hall Furniture

	ALBRIGHT	BARNHARDT	BELK	HAYES	SOUTH	WALLACE
Bunkable beds/ Moveable furniture	–	–	✓	✓	✓	–
Stationary furniture	✓	✓	–	–	–	✓
Over-closet storage	✓	✓	✓	–	–	✓
Private closet/armoire	✓	✓	✓	–	✓	✓
Study desks w/ chairs	✓	✓	✓	✓	✓	✓
3 drawer dresser	–	–	✓	✓	✓	–
5 drawer dresser	✓	✓	–	–	–	✓

Living Environment

	ALBRIGHT	BARNHARDT	BELK	HAYES	SOUTH	WALLACE
Freshmen	✓	–	–	–	–	✓
Upper-class	–	–	–	✓	✓	–
Co-ed by floor	✓	✓	–	–	–	–
Coed by suite	–	–	–	✓	✓	–
All female	–	–	–	–	–	✓

Section 3: The Halls

Welcome to Albright Hall

Albright Hall is located on the Clock Tower Circle. It is adjacent to Hayes Hall and typically houses freshmen students. All rooms in Albright are furnished for two residents, and there are two community bathrooms on each floor. Albright is coed by floor. Laundry facilities are located in the basement, with four washers and dryers. Two Resident Assistants are assigned to each floor. A residentResidence Coordinator is assigned to manage the building and supervise the six RAs.

There is an apartment for the Residence Coordinator, eighteen resident rooms, a lounge with a game table and television, vending machines and a computer room with two workstations with Internet access on the first floor. Albright Hall also offers an outdoor courtyard area on this floor.

Thirty-two residents and 2 RAs occupy the first floor. The second and third floors each have 26 residential rooms and the computer room with two computer workstations with Internet access. Forty-eight residents and two RAs occupy each floor.

Welcome to Barnhardt Hall

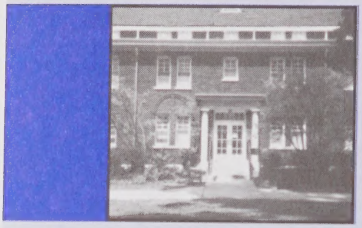
Barnhardt Hall is located on the corner of Selwyn and Wellesley Avenues. It is adjacent to the Health & Wellness Center and across the street from the E.H. Little Fine Arts Center. Barnhardt Hall is home to the Charlotte ELS Center. ELS Language Centers are designed to help individuals learn successful English language skills. Students come from all over the world for English instruction at these centers. Students from China, Korea, Brazil, Africa and more have studied at this ELS Language Center. A lounge with a television and vending machines and an outdoor courtyard are offered in Barnhardt.

Guests and interns who choose to live on our campus while visiting or working in Charlotte may also be assigned to Barnhardt Hall.

All rooms are furnished for two residents, and there are two community bathrooms per floor. The Hall is coed by floor. Laundry facilities are located in the basement, with three washers and dryers. One Resident Assistant works with each floor. The International Housing Coordinator oversees residential operations and supervises the RA staff.

Welcome to Belk Hall

Belk Hall will be closed to Queens College students for the 2001 – 2002 academic year.



Welcome to Hayes Hall

Hayes Hall is located on the Residence Hall Quadrangle, adjacent to the Blair House, Albright Hall and the Clock Tower. It is a two-story residence hall that primarily houses upper-class students and is coed by suite. All rooms in Hayes are furnished for two residents. Suite-style living connects two rooms by a semi-private bathroom. Laundry facilities (two washers and dryers), vending machines and a computer room with two workstations with Internet access are located on the first floor.

Two Resident Assistants are assigned to each floor. An Area Coordinator is assigned to oversee Hayes Hall and supervise the staff of RAs.

Welcome to South Hall

Construction began in the summer of 2000 on Queens College's newest facility – South Hall. Located on the Residence Hall Quadrangle, South Hall is adjacent to Wallace Hall, the Library and the parking deck. This hall is home to upper-class students and is coed by suite.

South Hall offers both single and double resident rooms. Suite-style living provides students with semi-private bathrooms. Laundry facilities, kitchens, trash/recycling centers and a study lounge with computers with Internet access are housed on each floor. The lower level of South Hall is home to the College's brand new 8,000- square-foot Fitness Center.

South Hall offers space for 227 residents, and there are two RAs assigned to each floor. A resident Area Coordinator is assigned to manage South Hall and supervise the RA staff.

Welcome to Wallace Hall

Wallace Hall is located on the Residence Hall Quadrangle and is adjacent to Belk and South Halls. Wallace typically houses upper-class students, but will be home to freshmen women for the 2001 – 2002 academic year. All rooms in Wallace are furnished for two residents, with two community bathrooms per floor. Laundry facilities, vending machines, and a television lounge are found on the first floor. The first floor is also home to apartments for the Residence Coordinator and Activities Advisors and Common Grounds Coffeehouse.

Two Resident Assistants are assigned to each floor. A resident Residence Coordinator is assigned to

Section 4: Community Living

Community Expectations

You must make every effort to establish civil and considerate relationships with roommates, suitemates and other residents. The obligation to make cooperative living arrangements with roommates is particularly strong. Students who are not willing to make such efforts will forfeit the privilege of on-campus living.

The give and take of sharing living space and adjusting to different lifestyles is part of the residence hall experience. If you have difficulty in making decisions about sharing accommodations or believe your rights are being violated by a roommate or other student, bring the matter to the attention of your RA or, if necessary, the AC/RC for your building. No student should feel as though an inequitable or uncomfortable living arrangement has to be tolerated. Students who deliberately create such conditions for others are subject to administrative room changes or loss of housing privileges.

Residence Life Staff document policy infractions for the good of all students. Warnings from staff or staff interventions with students should be taken seriously. Harassment or abuse of Residence Life Staff will not be tolerated. Such behavior will result in the termination of housing privileges for the remainder of the academic year and loss of lottery status for the following housing sign-up. Students who have reason to question the judgment of a staff member or who have a complaint about staff conduct should bring the situation to the attention of the AC/RC or call the Office of Residence Life at extension 2464.

Rights & Responsibilities for Community Living

EACH RESIDENT HAS:

1. The right to study, relax and sleep without unreasonable interference, noise or distractions, and the responsibility to help others have this right;
2. The right to feel safe in the residence hall as well as have free access to one's room and other facilities in the building, and the responsibility to help ensure the safety of others in the building;
3. The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
4. The right to have respect shown for one's personal property, and the responsibility to respect others' personal property as well as community property;

Section 4

5. The right to have visitors within the hall, and the responsibility for the behavior of those guests;
6. The right to live in an area that is free from intimidation, physical or emotional harm, and the responsibility to ensure this right for others;
7. The right to a clean living environment, and the responsibility to help keep it clean; and
8. The right to maintain one's personal beliefs and values, and the responsibility to respect others' beliefs and values.

Roommate Information

Most people enjoy the company of others. A roommate can be one with whom you share opinions, interests and good times. However, sharing a room can sometimes result in problems. Moving away from home and sharing space with another person can be stressful for both roommates. Experience shows that roommates that get along together usually work at getting along well. Even those roommates that don't become lifelong friends can live in mutual respect and relative harmony, making their residential experience mutually beneficial.

HERE ARE A FEW HINTS FOR BECOMING A GOOD ROOMMATE:

1. Communicate – Roommates should talk about habits, preferences, moods and values at the beginning of the semester. Even "best-friend" roommates may be surprised about how many things they don't know about the other. It is wise not to let conflict build and frustration linger. Some examples of "hot buttons" include different study habits, different tastes in music and different ideas about what "clean" means. Talking about concerns can lead to mutual understanding.

2. Establish House Rules – Roommates need to establish ground rules regarding the use of each other's belongings, phone use, bill paying, smoking, guests and late night studying. Asking first and discussing before going ahead with an action can result in greater trust and respect.

3. Know When to Talk and When Not To – Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware,however, that excessive interruption in studies can sometimes result in irritation and frustration.

When in doubt …

It's a good idea to discuss concerns, likes/dislikes, good/bad habits, room cleanliness and some basic ground rules soon after you've moved in. Setting up a roommate agreement may also be a good idea. This agreement would be written by you and your roommate and contain these basic rules. Post the agreement so it is easily accessible when discussing the rules in the future.

Section 4

Roommate's Bill of Rights

EACH ROOMMATE HAS:

1. The right to read and study without interference, unreasonable noise and other distractions;
2. The right to sleep without undue disturbances;
3. The right to have personal privacy in one's room;
4. The right to live in a clean environment;
5. The right to host guests, during appropriate visitation hours, with the understanding that guests will honor the other resident's rights;
6. The right to have free access to one's room and hall facilities;
7. The right to be free from intimidation and physical and/or emotional harm;
8. The right to assume there will be mutual cooperation in telephone use; and
9. The right to expect respect for one's belongings and personal property.

Personal/Public Space in Residence Halls

You have the right to consider the interior of your assigned room as your own. Any use/decoration of that space, within the guidelines established by the Office of Residence Life, is permitted as long as it is intended to enhance the interior of that room. You are asked to use good judgment in your choice of room personalization. Space beyond the interior of your assigned room (e.g., windows and door exteriors) is considered public space and, therefore, is maintained under the jurisdiction of Residence Life. Residents have the right to approach any student who displays a decoration that they believe to be offensive or obscene.

The Office of Residence Life seeks to provide and maintain an environment conducive to study and sleep. Any amplified sound or other noise reaching beyond the limits of an individual room is considered an infringement on other's personal space and may be addressed through College policy. To support this philosophy, the Office of Residence Life has prescribed Quiet Hours and a 24-Hour Courtesy Policy that students may wish to extend in their areas. The Office of Residence Life encourages all members of the residence hall community to use these policies to maintain their own academically friendly environment.

Common Area Furniture

Lounges, study rooms, computer rooms, reception lobbies and other common areas are provided for the comfort and convenience of students. For this reason, furnishings in common areas should not be removed. Students who take these items to their rooms or elsewhere, on or off campus, are cheating others of the right to enjoy them and will be subject to disciplinary action. A fine of $25.00 per item will be assessed as well as Honor Code charges filed with Campus Judicial Board (CJB). In the case of loss or damages to these furnishings, the entire residential unit (building, floor or suite) will be held responsible unless an individual is willing to claim responsibility.

Section 5: Policies & Procedures

Residence Life Policies & Procedures

Resident students are expected to be familiar with and abide by the following policies and procedures. This list, however, is not comprehensive. For a complete listing of Queens College policies and procedures, please refer to the Policies, Procedures, & More section of this handbook. Students are expected to be familiar with and abide by all policies and procedures of the College.

Smoking Policy

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulations, smoking is not permitted in all academic and administrative buildings as well as all public areas of the residence halls. Public areas are defined as all lobbies, bathrooms, hallways and stairwells. Smoking is permitted only in individual student rooms with the door closed.

Residence Hall Entry & Search Procedures

THE FOLLOWING DEFINITIONS PERTAIN TO STUDENTS' RESIDENCE HALL ROOMS:

1. Room entry involves the physical presence of a person (other than the resident of the room) for reasons of official business of the College.
2. A room inspection involves a visual examination of furniture and other materials in plain view. Opening closets, desks or dresser drawers may be part of an inspection as long as the belongings in these areas are not disturbed. Any illegal items or items that violate College policies or residence hall regulations may be confiscated and/or turned over to law enforcement officials.
3. A room search involves a close physical examination of all areas, materials and persons in the room and may involve going through an individual's personal belongings (i.e., suitcases, boxes, contents of desks and dressers, clothing, pockets, etc.). Any illegal items or items that violate the College's policies or residence hall regulations may be confiscated and/or turned over to law enforcement officials.

REASONS FOR ROOM ENTRY AND/OR INSPECTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Fire/Safety & Health Inspections

As a periodic check of conditions of furniture, safety and maintenance, routine room inspections may be necessary.

- Queens College reserves the right to make periodic inspection of any residence hall room to establish College property within the room has not been abused or destroyed and that clean and safe conditions exist in the room. A failing room inspection will result in a 24-hour re-inspection. Failure to pass the re-inspection will result in a $25.00 fine and additional re-inspection. Failure to pass the second re-inspection will result in an incident report being filed with Campus Judicial Board.
- Resident(s) should be present for inspections if possible. If residents are not present, a master key will be used to enter the room and notification of the inspection and results will be left for the resident(s).

Scheduled Residence Hall Closings

Each residence hall room will be inspected by Residence Hall Staff at the beginning of vacation periods. These inspections are to ensure that closing requirements have been followed.

Emergency Situations

Room entry may be made when an emergency situation exists. Examples of emergency situations are evidence of a fire in the room, reason to believe that a person is sick or injured or reason to believe that theft or unlawful entry is in progress or has occurred. An Area/Residence Coordinator or other College official may determine other emergency situations.

Violations of Law or College & Residence Hall Policies

If there are reasonable grounds to believe that a violation of regulations or law will take place, is taking place or has taken place in the room, entry into and inspection of the room is acceptable.

- If a staff member enters a room and makes a cursory inspection, thus obtaining reasonable cause for a search, he/she may 1) ask the occupants to leave the room and stay with a staff person until Campus Police arrive and 2) seal the room to prevent destruction of evidence.
- Except in instances of extreme emergency, the person entering the room will knock on the door, identify himself/herself and enter the room with a master key, as necessary, if the resident(s) do not answer immediately.
- Except in instances of extreme emergency, there will always be more than one staff person involved in room entry.

Room Searches

Queens College reserves the right to search any student's room at any time for any purpose that is a reasonable exercise of the College's duty to maintain discipline in an educational atmosphere.

1. If residents of the room give verbal permission for a search, no administrative permission is necessary. Both residents must give consent.

Section 5

2. If residents are not present, and before a search can take place, Campus Police must obtain permission from the Dean of Students to proceed.

3. Reasons for a search include:

   Violation of Law or Residence Hall Policy: If it is believed that a violation of law or residence hall policy will take place, is taking place or has taken place, authorization to search the room may be granted. Examples include:

   - If a staff person receives information that illegal articles (i.e., guns, drugs, explosive devices, etc.) may be present in a specific student's room.
   - If a staff person smells the odor of burned marijuana in the hall and a subsequent inspection reveals that the odor comes from a specific room.
   - If a staff person enters a room for inspection or other purpose and sees illegal items in plain sight in the room.

   Emergencies: In the case of immediate threat to life or property (i.e., possible fire, theft, assault, injury, sickness or suicide attempt) a room search may take place. In these instances, permission to search is not necessary.

   Additional Reasons: There are always situations where policy is not adequate. In these cases permission for a room search will be at the discretion of a Residence Area/Coordinator or any supervisory member of the Student Development staff. Reasonable and prudent judgment is the guideline in these situations.

4. At least two staff members must always be present during a room search. At least one of these must be a supervisory level Student Development staff person. If the search is initiated because of possible crime (i.e., drugs, weapons, stolen items) a member of the Campus Police staff must conduct the search.

5. When a search takes place, it should be as complete as possible and may include the physical search of occupants of the room. Staff members should be courteous and make every effort to leave the room in the same condition as when the search began.

6. Any illegal materials or other materials that violate College or residence hall regulations may be seized and used as evidence in a campus judicial hearing. Any items taken from a room will be recorded and the occupants will be given a written account.

7. Ideally, students will be present during a room search; however, it is not required that residents be present for a search to proceed. Efforts must be made to ensure that residents are informed in writing that a search has taken place and the reasons for this search.

8. The policies dealing with the search of a student's room are also applicable to student vehicles and other areas used by the students, such as lockers or other storage areas and offices used by student organizations.

Section 5

Visitation

The visitation policy is meant to protect the rights of all students to enjoy a safe and comfortable living environment. Provisions of the policy make it easier to identify persons who have no legitimate reason for being in a residence hall and also to ensure that students' guests respect and comply with residence hall policies. The policy is not geared to restrict your freedom or make visitation inconvenient. Thefts, vandalism and even some serious assaults may occur when entry to the residence halls is unrestricted. The visitation policy will make your stay in the halls a more positive experience. Remember to carry your key and access card at all times and have your guests call you from the courtesy phone in order to gain access to the building. By adhering to these practices, you will be heightening the standard of safety and privacy in your place of residence. You will be held responsible for the behavior of your guests and any activity that originates from your room. Escorted guests may enjoy many of the privileges of their hosts; however, hall facilities are for the use of the students residing in the building.

Residence Hall Visitation Policy

1. A visitor is defined as any person who is not an assigned resident of a particular residence hall.
2. The hosting student must escort visitors at all times. You are responsible for ensuring that visitors comply with all residence hall policies and will be held accountable for the behavior of your guests.
3. Hours of visitation in students' rooms shall not exceed 10 a.m. to 12 midnight, Sunday through Thursday, or 10 a.m. to 2 a.m., Friday and Saturday. Visitors may be hosted in designated common areas past these hours. Such common areas have been established for each building and will be shared with residents during the first hall meeting. When you are hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate and other residents.
4. You may permit a visitor of the same gender to remain in your room beyond the hours of visitation as an overnight guest if your roommate has no objection. Overnight guests must be registered with residence hall staff and introduced to your Resident Assistant and the Resident Assistant on duty. No visitor may be an overnight guest for more than two consecutive nights or for more than six nights total during the academic year. Registration forms for overnight guests may be obtained from your Area or Residence Coordinator and must be signed by all occupants of the room.
5. Residents of any residence hall may vote to establish separate, more restrictive visitation policies for that hall or area. At least 60 percent of the students of that hall or area must vote affirmatively for the change.
6. For fire safety reasons, no more than six people are permitted in a residence hall room at the same time.

Section 5

Quiet Hours

Residence hall living requires that students be considerate of each other and reasonably quiet at all times. Observance of quiet hours in the residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. It is your right as well as your responsibility to let others know if their activities are annoying you.

Campus quiet hours are to be observed Sunday through Thursday 11:00 p.m. to 8:00 a.m. (this includes Friday morning to 8:00 a.m.) and 12:00 midnight to 8:00 a.m. Saturday and Sunday. During quiet hours, radios, stereos and televisions must be turned off or played softly with the room door closed. Conversation must be kept at a quiet level as well. Consideration hours are all hours not designated as quiet hours. Consideration hours mean that all noise must be kept at a level that is not disturbing to other residents. Screaming/yelling anywhere in the residence halls is discouraged at all times.

Repeated loud use of equipment or disturbance from guests will result in a requirement that the equipment is removed and visitation privileges are reduced. Stereo speakers must be placed away from room windows, and the volume must be kept at a personal (not hall, building or outside) level.

During Reading Day and throughout the exam period, Quiet Hours are in effect 24 hours a day beginning at 11:00 p.m. the night prior to Reading Day, with the exception of a 2-hour consideration period from 5:00 p.m.to 7:00 p.m. each day.

Areas with 24-hour quiet hours may be established on certain floors in the residence halls. Members of any residence hall may extend their quiet hours through a majority vote. Residents and visitors should respect the intentions of these halls / floors. Residents are responsible for contacting others whose behavior interferes with the resident's rights and developing a compromise. If residents cannot reach an agreeable solution, they should contact their AC, RC or RA.

Sound Amplification (Noise Policy)

Consideration of others and mutual respect are among the most important ingredients for successful residence hall living. Noise levels that negatively affect study, sleep or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained.

Minimum quiet hours have been established. Consideration hours are in effect during the period not designated as quiet hours. Students are reminded to be considerate of their neighbors and the surrounding community.

Musical instruments (electric guitars, drums, band instruments, etc.) are not to be played in residence hall rooms at any time. Students wishing to play amplified instruments should schedule practice time with the music department or play the instruments without amplification while in the residence hall or other common areas.

Offenders of the noise policy are referred to the Campus Judicial Board.

Pet Policy

Pets other than fish in small aquariums (not to exceed 10 gallons) are not allowed in the residence halls. Pets are a problem inside a residence hall because of sanitation, pest control, allergies and noise. Any resident who disregards this policy will have to remove the pet immediately and will be subject to a fine not to exceed $50.00. Students who fail to comply with this request will be referred to the Campus Judicial Board for disciplinary action. Residents are also responsible for the actions of their guests and will be held accountable if a guest brings a pet inside a residence hall.

Storage Policy

Because of possible fire hazards, personal belongings may not be stored in the hallways or common areas of the residence halls. Likewise, the College provides no storage area for students' personal items. Students are asked not to attempt to store items in basements, closets, kitchens or common areas of any building. The College holds no responsibility for any items left in these areas and any such items found will be removed and disposed of..

Room Decorating

All carpeting, furniture and other miscellaneous personal items used in the residence hall rooms must be fire retardant. Candles and incense are not permitted in your room. Wood paneling, particleboard, room partitions, space heaters and decorations, such as parachutes, fishnets, ceiling fans, and excessive number of posters, are not allowed. Extension cords are not permitted in your room, but "UL" approved power strips are allowed. No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only be used in ways appropriate to their construction. Waterbeds are not permitted. All of these policies help to promote a safer environment for all residents. Students are not permitted to paint residence hall rooms, bathrooms or common areas.

Holiday Decorations

Lighting Safety: Only mini-lights are permitted. Lighting sets must be labeled as UL approved. All lights must be unplugged when residents retire for the evening or leave their rooms. Exterior lights are not permitted.

Christmas Trees: Live Christmas trees are not permitted in rooms. One artificial tree, less than four feet tall, is permitted per room. Artificial trees must have a fire retardant label. Mini-lights may be hung on fire retardant trees.

Decorations: Candles, incense and other open flames are not permitted. Use flame retardant or non-combustible decorations. Decorations having electrical cords are not permitted on doors. Decorations should not cover more than 75% of the wall space of hallways.

Section 6

Section 6: Services

Parking

All students at Queens are allowed to bring cars to campus. If you plan to park on campus, it is important for you to understand the policies and even more important for you to register your car.

Parking Codes

1. All residents must park in the parking deck located behind South Hall. Parking in the deck requires a decal and access card.
2. All resident students are prohibited from parking in any other lot or space at any time.
3. All commuters are permitted to park in any open lot or space, except for those clearly marked as reserved spaces or spaces reserved for resident students.

Parking Fees & Fines

Parking decals are valid from August 15 through August 14 of the next year.

DECALS

Resident Students	$100.00 per year
Commuter Students	$40.00 per year

FINES

1st Citation	$50.00
2nd Citation	$50.00
3rd Citation	$75.00
4th Citation	Loss of parking privileges for one academic year

Computer Labs & Resources

You are encouraged to bring you own computer to campus; however, there are plenty of open computer labs on campus. Each residence hall (except Barnhardt) offers at least one open lab. Also, there are open labs across campus in academic buildings that cater to a variety of student needs. Personal Email accounts as well as Internet access are available in these labs. Lab hours are posted to help you plan ahead.

For those of you bringing computers to campus, you may access the Internet through phone modems, if so equipped. Students in Hayes and South Halls have direct plug-in access. This access is available with the following equipment:

- A Pentium-level IBM-compatible PC with Windows 95 or 98
- A 10/100 Ethernet network interface card
- A Category 5 Ethernet cable with RJ-45 connectors
- An Internet browser and POP3 email
- The Department of Computing Services also recommends Microsoft Office as the Office Productivity suite to use with our network

If you do bring a computer to campus, please be aware that the Department of Computing Services is unable to provide technical or equipment support, but can make referrals to reputable vendors in the area. The College maintains all computer labs and data ports that are available for student use.

Vending Machines

Vending machines are located in each residence hall. The machines are owned and operated by a private company on behalf of the College. For refunds of money lost in these machines, contact the office of the Director of Operations and Facilities in Burwell Hall at 704.337.2407.

Laundry Services

New state-of-the-art washers and dryers are located in each residence hall. Machines are operated by use of a laundry card you receive at residence check-in. The card allows unlimited access for resident students only. Residents are prohibited from sharing access cards with non-resident students. Failure to comply with this policy will result in loss of card without refund. Report lost or stolen cards to the Office of Residence Life. The replacement cost is $10.00 per card.

Anyone who damages the machines as a result of overloading or abuse will be responsible for the cost of repairs.

Air-drying clothes or other material is not permitted in the laundry rooms because of the risk to damage and fire hazards. If you have problems with laundry machines, contact the Office of Student Development at 704.337.2226.

Telephone Service

Telephone jacks are provided in each residence hall room; however, students must provide their own telephone equipment. In order to make long distance calls, you are required to select a long distance carrier. If you choose the College's long distance carrier (AT&T), you will receive a long distance access code to provide security and accuracy in billing. If for any reason you lose or suspect that someone has access to your security code, you should contact AT&T Customer Service 24 hours a day at 1.800.445.6063 or Tim Estep (704.337.2460) in Campus Services, Mon. - Fri., 8:30 a.m. - 4:30 p.m.

It is a serious violation of the Honor Code to use the long distance authorization code or voice mail password of another student or faculty/staff member without his or her permission. Students who do so will have to make financial restitution and be brought before the Campus Judicial Board.

Each resident is assigned his or her own telephone number and voice mailbox. With voicemail there is no need for answering machines. Students are instructed on how to access their accounts from on or off campus and how to change their greeting and password when they arrive on campus.

Section 6

To prevent overloading the system, students are asked to delete messages no longer needed and to refrain from sending campus-wide messages unless they have written permission from either student development or student activities. Students wishing to create distribution lists may do so with the help of Campus Services or Student Activities.

Students who abuse the voicemail system by sending inappropriate messages, threats, harassment or accessing voicemail accounts other than their own will lose voicemail privileges and be charged with an Honor Code violation.

Television (Cable) Service

Cable hook-ups are standard in each residence hall room. Basic service is included in room costs. Students wishing to contract with the local cable provider for premium channels may do so during the first week of school. Bills are sent directly to you for these services. For repairs call Time-Warner Cable of Charlotte. You are required to be present for all repairs.

Students are not allowed to run cable from room to room, through hallways or outside the building. Personal satellite dishes are also prohibited.

Housekeeping, Pest Control and Maintenance Services

The Campus Services housekeeping staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms and stairwells. Their duties include vacuuming, sweeping, mopping and finishing floors, carpet and furniture care, cleaning all community bathroom fixtures, changing light bulbs and stocking supplies such as toilet paper and paper towels in community bathrooms. Students, however, are responsible for picking up after themselves and maintaining clean living conditions in rooms and bathrooms.

All public areas are treated regularly for pest control. Student's rooms are treated on an "as needed" basis. If you have a pest problem, contact your RA. Students may be required to empty their closets and cupboards. A pest control professional will treat your room as soon as possible.

The Office of Residence Life and the Office of Campus Services share responsibility for maintenance services. A work order request submitted by a student to a Resident Assistant or through the Service Request Line (ext. 2201) is reviewed individually and then assigned to a work crewmember. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies, are handled by Campus Services. Major repairs such as plumbing, heating, electrical, steam and structural systems are often contracted out.

When service requests are made, the Office of Residence Life and/or Campus Services keeps a written record. Upon completion of the request, please notify a member of the Residence Life staff if the repair or service was completed to your satisfaction. Campus Services will leave a door hanger or comment card in your room after they have entered to make requested repairs. This comment card will describe the work completed, any problems found and ask for feedback as to the level of satisfaction.

NOTE: Campus Services is not always able to contact a resident before entering that student's room. By simply requesting a repair, you are giving permission for Campus Services to complete such work without you being present in the room. At no time should housekeeping staff ever have reason to be in your room. Only Campus Services maintenance staff have authority to enter.

Meal Plans/Café Rex

Resident Dining: Sodexho-Marriott Services operates the Young Dining Room for the College. The dining hall features a variety of foods offered in a self-service buffet style.

Meal Plan: All resident students are required to purchase a meal plan in the College dining room. Types of available meal plans are outlined in the dining service brochure. During registration of each new term, you select and pay for the meal plan of your choice. The choice of meal plans can only be made at the beginning of each new term.

Meal plan participants have the option to use their cards in the Dining Hall and in Café Rex. There are three plans to choose from (the price is the same for each):

- 10 meals per week in the dining hall with $225 for dining in Café Rex
- 19 meals per week in the dining hall with $50 for dining in Café Rex
- 180 meals (total) in the dining hall with $75 for dining in Café Rex (this plan allows students to bring a guest in on their card)

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Dining Service Director. The Director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

Student Involvement: The dining service programs are tailored to meet the requirements of the students. Student involvement in menu planning, services offered, and special events determine the operation of the dining program. Students are actively encouraged to participate in managing our dining program though membership on our Board of Directors. The Board establishes the goals and operational guidelines for our services. Applications for Board membership may be obtained at the dining service office.

Dining Hall Hours:

BREAKFAST		
	Mon.-Fri.	7:30 a.m. - 10:00 a.m.
	Sat.-Sun.	10:30 a.m. - 1:30 p.m.
LUNCH		
	Mon.-Fri.	11:15 a.m. - 1:30 p.m.
DINNER		
	Mon.-Thurs.	5:00 p.m. - 7:00 p.m.
	Fri.-Sun.	5:00 p.m. - 6:00 p.m.

Summer hours will vary.

Café Rex: A fast food restaurant is located in the Trexler College Center. Featured foods include grilled chicken, hamburgers, pizza, salads, cookies, pastries and fruit plates. Late night weekend menus feature appetizer and beverage specials. The Café will also be the site of entertainment sponsored by College Union Board and other student groups. Meal plan participants have the option to use their meal cards in the Café.

Café Rex is open Monday-Friday, 9:00 a.m.-2:00 p.m. & 5:00 p.m.-11: 00 p.m., Saturday & Sunday, 6:00 p.m.-11:00 p.m.

Section 6

Health & Counseling Services

The Queens College Health & Wellness Center is open Monday through Friday each week (hours subject to change, please call extension 2220 for more details). A registered nurse is on staff to care for routine medical needs, and a physician is on campus twice each week to see students. If you need specialized medical treatment, you will be referred to a local physician (students are urged to consult with their families before undergoing any major treatment). There are various urgent care facilities that will treat students as well. The campus is within a few miles of two major hospitals, and a student who requires hospitalization will be admitted to the service of the physician who supervises Health Services or to the physician on call. It is the student's responsibility to cover any off-campus medical charges and to file insurance claims directly with their insurance company.

The Counseling Center is located in the Health and Wellness Center. Professional counselor(s) are on staff to assist with routine counseling and mental health needs. Appointments are encouraged whenever possible, otherwise, students are seen on a first-come first served basis. If you are in need of specialized counseling, the Health & Wellness Center will assist you in establishing a relationship with a psychiatrist or psychologist in the area. The fees and charges incurred with this care are the student's responsibility. Students are encouraged to consult with their family and insurance provider prior to initiating a costly medical treatment.

For more information or Counseling Center hours, please call extension 2322.

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Queens
of Charlotte
College

1900 Selwyn Avenue
Charlotte, NC 28274